

Applications are requested for an experienced consultant to work with Cheshire Museums Forum members to create a toolkit to develop philanthropic giving for the members of the Forum and support the delivery of 4 'live' projects with the lead partners .

About the Project

The model for the management and development of museums in Cheshire is rapidly changing, with work for instance exploring the development of trusts/community interest companies and on commissioning services. Working closely with Cheshire Museums Forum, this five month project will work closely with members of Cheshire Museums Forum to develop a toolkit to maximise the use of philanthropy both in terms of monetary value and the use of in-kind skills. This work is funded by Sustainable Future funding from Renaissance North West

About Us

This Project, which is funded by Museums Development Fund, is managed by the Cheshire Museums Forum. Cheshire Museums Forum is made up of 17 members. The project will be managed a steering group of the four lead members of this forum (Cheshire West & Chester Museums Service, Cheshire East Museum Service, Warrington Museum Service and National Waterways Museum). The Collections Manager at the National Waterways Museum is acting as the project manager.

What we need

Produce a detailed toolkit that will:

- Detail how to identify possible donors
- Detail how to approach possible donors
- Understand who in an organisation should make the initial contact
- Detail and understand pitching -to different types of donors
- Investigate and detail the museums' -unique selling points
- Detail how Cheshire museums can co-ordinate their approaches to donors
- Develop a list of possible donors
- Understand and detail methods to make the relationship sustainable

Develop pilot projects with the four lead partners. This could include:

- Organising events to introduce possible partners to the museum services
- Producing resources specifically for the museum to help them target possible donors
- Taking the museums through an approach to donors for a live project
- Producing a development plan for approaching donors for a live project.

Key Contacts

Cheshire Museums Forum MDF Project Steering Group:

- Peter Collins, National Waterways Museum Collections Manager and Project Manager for this project
- Sue Hughes, Director, Cheshire West Museums,

- Helen Paton Cheshire East Arts, Heritage and Museum Service Manager
- Martin Gaw Head of Warrington Library, Museum & Archives

Budget

Budget for development of the project is £15,000, with £10,000 being ring-fenced to projects working directly with each of the four lead partners (inclusive of VAT and expenses). Any proposal should illustrate how the individual will deliver this within budget.

About You

Essential

- Experience of developing strategic reports and training aids within a project environment, ideally within museums/arts context
- Experience of previous project planning/management on grant aided projects
- Knowledge of the fundraising within in the arts and heritage sector

Desirable

- Understanding of the use and application of philanthropy in both local authority and independent Museums
- Understanding of the use and application of philanthropy in arts/heritage sector

If you need any more information please contact

Peter Collins, National Waterways Museum Collections Manager at peter.collins@thewaterwaystrust.org.uk or on 0151 373 4380.

To apply

Please send a CV including details of two relevant referees and a covering letter outlining:

- Your past experience of project management
- Your past experience of working on similar projects
- Timetable showing how you will allocate your time to deliver this project and draft action plan.

Please email your application to Peter Collins, National Waterways Museum Collections Manager: peter.collins@thewaterwaystrust.org.uk by midday 15th August 2011. Applications received after this date will not be considered.

- Interviews will be held on 17 August 2011 at the Grosvenor Museum
- Inception meeting: 30 August 2011
- Completion: mid-January -2012

Instructions to Applicants

1. Applicants shall treat the details of this tender document as private and confidential.
2. No unauthorised alteration to the invitation document shall be made.

3. Your application should include all costs necessary to carry out and complete the project satisfactorily, whether or not specifically described in the specification provided.