

NEW WRITING NORTH

New Writing North: Call to Tender for Production Management

Brief: Production, sound and light management and technical hires for a variety of public events, readings and seminars held in Newcastle and Durham over the next three years, between 2018-2020

Client: New Writing North

Date: Friday 16th February 2018

1. Who we are:

New Writing North is the development agency for creative writing and reading in the North of England and an Arts Council England National Portfolio Organisation. We work in partnership with regional and national partners to produce a range of literary and performance activities including flagship projects such as the Northern Writers' Awards, Cuckoo Young Writers, the Gordon Burn Prize and Durham Book Festival. We specialise in developing and investing in writers of all ages and act as a dynamic broker between writers, producers, publishers and broadcasters across the creative industries.

2. The Brief:

New Writing North would like to commission an experienced production company to oversee the technical management and delivery of a series of public events to take place between May 2018 and November 2020. These events include the annual **Durham Book Festival**, which takes place for ten days each October and is held in venues ranging from Durham Town Hall to Durham Cathedral. During the festival we use up to three venues at any one time – providing staging, lighting and audio support, and host events in a series of formats, which can range from panel events of 4-5 people to live music performances.

We are also looking for technical support for the Northern Writers' Awards ceremony and our biennial writing conferences Crime Story and the Newcastle Writing Conference, which are both one-day events, which take place in Newcastle upon Tyne on the Northumbria University campus.

Duties will include:

- Working to the production schedules set by New Writing North for each event
- Providing full sound, lighting and staging support, appropriate to each venue being used
- Carrying out full technical risk assessments and PAT testing on all technical equipment provided and providing New Writing North with copies for venues

NEW WRITING NORTH

- Transporting set materials between Newcastle and Durham when necessary
- Producing any event title slides and animations to be shown during events when necessary (design provided)
- Liaising directly with up to five touring productions appearing as part of the Durham Book Festival, to discuss their technical needs
- Recording audio of events as requested, which will be copyrighted to New Writing North.

3. Scope of Work

19 May 2018: Crime Story Festival, Newcastle (get-in to Northumbria University auditorium takes place on 18 May, one day event in purpose-built auditorium, 150 people, sound and lighting required)

26 June 2018: Northern Writers' Awards Ceremony, Newcastle (evening event, 150 people, sound, AV, lighting and staging required)

Early September 2018: A meetings for Durham Book Festival and a site visit undertaken if necessary

6-14 October 2018: Durham Book Festival (across multiple venues including Durham Town Hall, Palace Green Library and Durham Cathedral)

Further dates in 2019 and 2020 TBC - similar amount of work required

4. Project management

Durham Book Festival, Crime Story and the Newcastle Writing Conference will be overseen by Rebecca Wilkie (Senior Programme Manager, Festivals and Events) and the Northern Writers' Awards by Will Mackie (Senior Programme Manager, Writing and Awards) alongside input and assistance from other Programme Managers and New Writing North Chief Executive, Claire Malcolm.

5. Procurement: Submitting a proposal:

The applicant should supply the following information:

1. Fixed price quotation for carrying out each event in the calendar above, plus day rates for any additional work requested by the client and equipment hire costs. For Durham Book Festival we would like your quote to be based on 10 days of work to include one evening event in Durham Cathedral's Nave, 4

NEW WRITING NORTH

full days in Durham Town Hall and 3 days in Palace Green Library's Wolfson Gallery. Please also include information on sub-hire of equipment (with examples given) if relevant.

2. Examples of relevant previous work
3. Information on the availability of the applicant to undertake this work between May 2018 and November 2020 and insurance and public liability proof
4. A company biog and a CV(s) for the individual(s) who will be delivering the work, noting their environmental policy
5. Contacts for two references from the last two years for relevant work experience

Submission scoring:

Applications for this work will be scored on the following criteria:

1. Examples and experience provided of similar types of work undertaken
2. Quality of the proposal and of those involved in delivering the work
3. Value for money
4. Reliability and risk assessment of company resilience
5. Environmental factors

Deadline for submissions: 12 noon, Friday 16 March 2018

Decision by Friday 23 March 2018

Proposals should be emailed to rebecca@newwritingnorth.com

Any queries in advance of submission can also be made to this contact by email or by phone on 0191 204 8850.