

## **BRIEF**

### **Exhibition Evaluator**

#### **Project – ‘Everyday objects transformed by the conflict’**



<b>Status:</b>	Task specific contract as Project Evaluator
<b>Location:</b>	As appropriate
<b>Closing date:</b>	5pm on Thursday 6 <sup>th</sup> October 2011
<b>Duration:</b>	Oct 2011 – July 2012
<b>Fee:</b>	£200 per day up to 12 days
<b>Responsible to:</b>	HTR Director

### **Project Background**

Healing Through Remembering (HTR) requires an Exhibition Evaluator to carry out an evaluation of the process leading to a temporary multiple-perspective exhibition and the subsequent impact of the exhibition. The temporary exhibition will be called ‘Everyday objects transformed by the conflict’ and will be staged in Belfast (in late 2011) and then in a number of other locations (in early to mid 2012).

The initial work of this project involved contacting and building relationships with a broad range of collectors who participated in HTR’s 2007 ‘Audit of Artefacts’, an audit of the material culture of the conflict in and about Northern Ireland. The response to this contact was very positive and HTR is now ready to move to the next phase of the work, which involves the development of a temporary exhibition. The appointed Evaluator will work with HTR, the Exhibition Coordinator/Curator, the Facilitator(s), the Working Group and the interested collectors in order to monitor and evaluate the process leading to this exhibition as well as the exhibition itself. It should be noted that the exhibition will continue to be developed and take shape during the display period, based on interaction with a wider audience, and this process of development should also be captured by the evaluation undertaken.

### **Specification**

The successful applicant must have demonstrable skills in evaluation. He/she should have knowledge of the conflict in and about Northern Ireland; experience of working with a diverse range of groups and individuals; skills in and experience of carrying out similar process and outcome evaluations and forming action plans; good communication skills; ability to work as a part of a team; an understanding of the work of HTR and be flexible in their available working hours.

### **Project activity**

The role of the Exhibition Evaluator will encompass the following:

- Gaining a full understanding of the project and its objectives including the origins and evolution of the proposal and an understanding of its process-driven nature;
- Designing a suitable monitoring and evaluation methodology for this project which captures the dual process and outcome functions of the project, ensuring donor needs, HTR internal needs, collectors’ and participants’ needs are integrated and captured;
- Liaising with HTR staff and the Exhibition Coordinator/Curator in implementing a monitoring and evaluation strategy;
- Working closely with the Exhibition Coordinator and Facilitator in ensuring that all data required for the completion of an evaluation of both the process of compiling the exhibition and the outcome of its public display is duly captured throughout the project;

- Working with HTRs Everyday Objects project working group;
- Conducting an interim evaluation/review of each exhibition to gather learning to feed into further planned, or potential, exhibitions;
- Conducting a final project evaluation and producing an evaluation report documenting the learning from the various processes and stages of the project;
- Following all HTR's and funders' requirements re policy and guidelines;
- Keeping an accurate record of work and
- Providing regular updates and reports to HTR and the Everyday Objects project working group.

### **Application Process for Consultant**

[The application process is available to those registered as consultants with the HTR project. This is an open registration process, see below for details.\*]

To apply send the following to HTR Office by email or post (mark e-mail subject heading or envelope '*Exhibition Evaluator 2011*') for the attention of Claire Smith (consultantsdb@healingthroughremembering.org):

Applications should include a brief document (as outlined below) and a sample piece of work (as outlined below).

#### **A brief document** detailing:

- a brief (max 2 sides of A4) outline of your approach to this piece of work as outlined in Project Activity;
- how you meet the Specification, and
- your availability.

Please also supply a **sample piece of work** of this nature that you have done in the past which demonstrates some of the skills requirements outlined above, particularly experience in conducting process focused evaluations. [All samples submitted will be treated confidentially and will be returned to the applicant following appointment of the successful evaluator.]

Those tenders that best meet the specification criteria listed above will be shortlisted.

Following shortlisting, appointment will be made on the basis of overall approach to the work needed. There may be an interview element to the appointment process. Receipt of submission can be confirmed by telephoning: (028) 9023 8844

### **Closing date is 5pm on Thursday 6<sup>th</sup> October 2011**

Applications will be read in conjunction with your originally submitted Consultant Database Form and CV. Applicants may be interviewed depending on the quality/quantity of applications. All correspondence for this application to Alexander House, 17a Ormeau Avenue, Belfast, BT2 8HD or by e-mail to [consultantsdb@healingthroughremembering.org](mailto:consultantsdb@healingthroughremembering.org)

**21.09.11**

#### **\*Registration on Consultants Database**

If you are not already registered on the HTR Consultants' Database then contact the HTR office to request a consultants' form or send an email to [consultantsdb@healingthroughremembering.org](mailto:consultantsdb@healingthroughremembering.org) (Subject: Consultants' Form). Return the completed form with an up-to-date copy of your cv for automatic inclusion in the consultants database.