

REAL

Initiative

Date issued: 27.10.2022

Deadline for submissions of proposals: 5pm 16.12.2022

Date of project start: January 23

Mentor's brief for Creative Content for the 'Place and Memory' exhibition, April – June 2023 at the Gallery at Phoenix Cinema and Arts Centre, Leicester

This brief connects to the Place and Memory Delegates Brief, closing date 5pm Friday 30th December. Both briefs can be found [here](#).

Introduction

Value of Contract: £2000 (exclusive of V.A.T.), including all materials.

Phoenix Cinema and Art Centre is pleased to announce a call for established documentary digital artists and/ or filmmakers to provide around 12 hours of mentoring support to between 1 and 5 documentary film makers and /or digital artists on the REAL Initiative programme, culminating in an exhibition of work in our newly developed gallery between April and June 2023.

REAL Initiative is a programme of support for documentary filmmakers and digital artists in Leicester and Leicestershire looking to progress their practice and grow their business. It is focused on developing enterprise, expertise, infrastructure and collaborative networks around documentary film, factual TV and non-fiction digital art. REAL Initiative is funded by Phoenix Cinema and Art Centre, the European Regional Development Fund (ERDF), Midlands Engine and Arts Council England.

The purpose of this brief to commission a mentor who can encourage, equip and support local creative practitioners to produce a national level art/ film installation for April-June 2023 with the support of Phoenix's team.

The anticipated exhibition has a current working title of: 'Place and Memory', and is aimed at exploring Phoenix's history, journey, legacy, and heritage over the last 60 years. The successful applicant will therefore be skilled in researching, consolidating and supporting creatives to create historical accounts of Phoenix through a documentary-style film or digital art piece that must be shown primarily in the gallery. As this exhibition will form part of the launch programme for our new four-screen, state-of-the-art venue with expanded gallery and interactive media wall, it is anticipated that the final piece/s may also take up space in other screens or spaces around Phoenix.

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The first exhibition in the new gallery (Object Memory, Jan-March 23) will be connected to the concepts around objects that have special meaning or evoke special memories, so this exhibition aims to continue this line of thought.

The exhibition will coincide with the REAL Documentary Festival Thursday 20th April – Saturday 22nd April. This three-day industry-focussed event will provide documentary filmmakers and digital artists from across the UK with a fantastic opportunity to network, learn and get inspired. The Festival will include a digital art stream, and we are looking for this exhibition and any associated seminars/ workshops/ talks to meaningfully engage with around 100 documentary filmmaker and digital artist delegates, as well as the general cinema-going audiences.

The successful supplier will be highly experienced filmmaker/ artist/arts organisation with a sound understanding of the creative industries and creative workflow. They will support the delegates for a 3-month period during which they will provide 12 hours of mentoring, which will help guide their work and support them in delivering a successful exhibition to be launched at the beginning of April 2023 and to run until the end of June 2023.

The successful applicant/s will be supported by the Phoenix Art team – Irina Tsokova (Digital Arts Manager) and Mateus Domingos (Assistant Producer), who are responsible for the overall creative direction of the exhibition and will work with the mentor to support the creative delegates to prepare work for the exhibition. The successful applicant will also be supported by REAL Initiative Project Managers Nick and Julia Hamer and REAL Documentary Festival Director Ulrike Kubatta.

Main aims of the project

Phoenix will support the creation of non-fiction films or immersive digital art works to be created by filmmakers or artists on the REAL Initiative programme, culminating in an exhibition to run from April 2023 to June 2023.

Phoenix arts programme staff and the successful applicant will identify the delegates' personal and creative strengths and work to develop and deliver a national level standard exhibition that will be displayed in Phoenix's brand-new gallery.

Phoenix is looking for a person/organisation to:

- Work alongside the digital arts team to plan a programme of support for the selected delegates and their work, which engage with existing and new audiences.
- Offer technical and creative support to the delegates while they develop their work.
- Advise our artists/ filmmakers, helping them to maximise the creative potential of their work.
- Work alongside the REAL Documentary Festival organising team to meaningfully engage the documentary industry delegates with the artistic themes and/ or use of technology used in the exhibition, during the weekend 20-22 April.

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- Work alongside our arts team to curate the new gallery space at Phoenix for the three-month period between April–June 2023.
- Work with the REAL Initiative project managers Nick and Julia Hamer to comply with all monitoring and marketing requirements from our funders.

The REAL Initiative/ Phoenix Team will be responsible for:

- Induction and admin associated with the programme's delivery.
- Technical, artistic, and funding application support for artists.
- Providing appropriate funder paperwork (monitoring and evaluation forms) where necessary.
- Providing rooms and venues for learning, working, exhibitions and associated events.
- Marketing, ticketing, and sales (box office) associated with any exhibition/ experience and associated events.
- Ensuring that all support is delivered in line with the latest Covid-19 guidance applicable at that time.
- Any additional requirements around e.g., stewarding/ onboarding/ management of kit/ ticketing may need to be separately negotiated.

Additional Requirements

REAL Initiative is funded by Phoenix, the European Regional Development Fund (ERDF), Midlands Engine and Arts Council England, and therefore all documents relating to this activity will have to adhere to our funder's guidelines, including the use of all logos on any printed and electronic documents, such as presentation slides and hand-outs. The Phoenix team will provide support and advice, any successful candidate will need to agree to adhere to these requirements. The ERDF publicity toolkit is available at:-

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/564432/esif_branding_and_publicity_requirements.pdf

Monitoring and evaluation

It is a funder requirement that we evidence the successful applicant's application, acceptance, attendance and evaluation of all support provided. Phoenix will provide the mentoring support provider with the registration/ attendance forms, and it is the responsibility of the provider to ensure that ALL paperwork is completed.

Access Requirements

The application process will highlight any access needs and Phoenix will support the mentoring support provider to ensure the stated needs are met.

The mentor and successful delegates will also receive:

- Free access to a large co-working office space at Phoenix between Jan-April 23.

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- Free bookable access to industry standard production facilities and kit, at Phoenix.
- An exhibition opportunity in Phoenix's new gallery, which will include the following kit: 1x 3D true 4k projector, 2x pixel shift 4k projectors, 5x 50" 4k LCD screens, flexible dimmable lighting, 3x mac mini, 8x Genelec speakers, 3x Oculus Quest headsets (additional existing headsets also available), 2x PCs.
- Opportunity to exhibit work on the large high-res media wall situated in the box office area, next to the gallery entrance.
- Regular support and advice from Phoenix members of staff.

Contractual information

Phoenix proposes to contract the artist/film maker with the following heads of terms:

- Phoenix expects to engage the mentor through a contract for mentoring service to be completed in the specified timescale.
- Half the contracted budget will be paid on commencement of the contract, and the remaining half on completion of the mentoring hours delivered.
- It is anticipated that the mentor and delegate/s will start during January 2023, to ensure the first support session is received in January, and all work will be completed for installation the week commencing Mon 3rd April 2023.
- Phoenix will require copies of all support materials.
- Delegates will have full rights to any IP they generate as part of the programme.
- The mentor will be provided with and must adhere to the safeguarding policy of Phoenix.

Application process

Please download the full application brief [here](#).

To apply for this opportunity please email Irina.tsokova@phoenix.org.uk with the following:

- Confirmation that you are willing to be a mentor and exhibition provider and design and deliver a programme in line with the specifications and timescales outlined in this document.
- A brief proposal of how you would devise support sessions for the selected REAL Initiative delegates and what support you can provide to our delegates. Additional ideas for how you would approach the 'Place and Memory' topic and project is welcomed.
- Additional ideas around how your proposal will engage with existing and new markets, especially REAL Documentary Festival industry delegates, are welcomed.
- A link to your website/ CV etc which details your credits and any other information that may help us to understand your credentials as a practitioner, leader and trainer in this sector.
- A formal quote to deliver this training to the maximum budget of £3k plus VAT, inclusive of all expenses.
- Please complete Phoenix's equal opportunities monitoring form.
- Details for two references, at least one should be support/mentor related.

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- Confirmation that the mentor either has an up-to-date DBS check, or will comply with necessary requirements to ensure Phoenix is safeguarding any potential vulnerable adult delegates.
- Additional ideas around how your proposal will engage with existing and new markets, especially REAL Documentary Festival industry delegates, are welcomed.
- A link to your website/ CV etc which details your credits and any other information that may help us to understand your credentials as a creative in this sector.
- Please complete Phoenix’s equal opportunities monitoring form.
- Details for two references.

Deadline: 5pm, Friday 16th December 2022

Decision-making Criteria

This is a competitive brief, and applications will be assessed by a panel and scored on the following criteria:

Criteria method	Out of 10
The applicant has a strong track record around mentoring and supporting creatives to produce exhibitions and events.	Out of 10
The applicant has the necessary skills, experience and approach to mentor REAL Initiative delegates to deliver this exhibition in line with all specifications of time, cost, quality and represents value for money.	Out of 10
The applicant is likely to be part of an exhibition that generates a high level of audience participation and in particular, engages with new audiences.	Out of 10
The applicant’s proposal is likely to promote positive engagement with the exhibition by REAL Documentary Festival delegates in April 2023	Out of 10
The applicant has a strong track record of previous commissions or work	Out of 10

References will be taken up for the successful applicants.

Timeline:

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- 27th of October - Phoenix mentor supplier brief live
- 5pm Friday 16th December – application deadline
- W/c 19th December 2022 – Selection panel and communication of results
- w/c 2nd Jan 23 - First introductory session with successful provider
- W/c Mon 3rd April 2023 – Exhibition set up design and installation

Further information

If you have any questions about the application process, please don't hesitate to contact Irina Tsokova – Phoenix's Digital Arts Manager at irina.tsokova@phoenix.org.uk