

# Schedule



## **Barnstaple Pannier Market Festival Organiser**

Largely unchanged in over 150 years, Barnstaple's historic Pannier Market is ideally located on Barnstaple's High Street and is a must-see attraction for all visitors to the town.

The market is at the heart of our Market Quarter regeneration project, and is currently being re-furbished and diversified into a flexible space for a more varied, and ambitious programme of events and community gatherings as well as an upgraded market trading space. More information about the Market Quarter project can be found [here](#).

Recent public consultation showed that more diverse events, creative markets, heritage and, food and drink offerings would encourage people to visit the market. Working alongside market traders and current staff, we want to offer a programme of events and activities to celebrate the re-opening of the market.

**We are now seeking to appoint a freelance Festival Organiser to plan and deliver a programme of events in the Pannier Market from August to December 2023. A budget has been allocated to support delivery, but we expect there will be a need to draw in additional funding through grant applications.**

### **The offer**

**Short-term contract:** Pannier Market Festival Organiser

**Timescales:** Start March 2023 with delivery starting at the end of July 2023.

### **Part One, Planning: March – July**

Put together a programme of cultural activities and events including community and commercial activities that run from the end of July to December 2023.

Create a costed delivery plan suitable for submission to external funders and contribute to external funding applications.

Create a marketing plan for the events in the Pannier Market Festival programme.

### **Part Two, Delivery: End of July – December 2023**

Coordinate, implement and oversee the delivery of the festival (North Devon Council will provide administrative and facilities support)

## **Criteria**

We are commissioning a freelancer to plan, promote and deliver an exciting, engaging and costed programme of events, activities, workshops and installations to run alongside the daily markets in the newly refurbished pannier market.

Produce a project proposal that sets out your vision for this work, your approach to the delivery, how you would identify potential events and practitioners, and include an indicative programme of events (no more than 500 words)

Include a breakdown of time allocation for the project fee as an appendix.

Your proposal should demonstrate your experience of successfully delivering a broad range of high quality and original cultural activities in a commercial setting.

The programme should engage with partner organisations and stakeholders to plan and complement existing events in the town such as Fringe TheatreFest, Food Fest, Community Sparks activities and Connect & Create.

The programme should contribute to North Devon Council's cultural and economic development strategies, Barnstaple Vision and Barnstaple Culture Plan.

The co-ordinated events will draw together the strands of our Culture Strategy: Flourishing Culture and include a range of cultural and heritage activities. It is envisaged that local artists and practitioners will produce music, performance, arts & crafts activities all of which will contribute to the content of the programme.

The planned events will bring together activity that attracts a broad and varied audience, taking full advantage of the versatility of the market and corn store facilities, to encourage attendance by members of the community and visitors who would not normally participate or engage in cultural activities.

Some activities should continue into the evening to support the evening economy, which is in urgent need of a boost to make the town a nicer and safer place to spend time in.

## **Budget**

£8 - £10k Consultancy Fee.

A revenue budget has been identified to support the delivery of this work – we anticipate this being in the region of £12.5k.

There is scope for some capital investment to equip the market with resources to support events: e.g. sound equipment; rigging and lighting etc.

**Questions?**

If you have any questions, queries or concerns regarding the contract opportunity, please submit them using the message function on the portal event for transparency and audit purposes.