



UNIVERSITY OF CAMBRIDGE
MUSEUMS
& BOTANIC GARDEN



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

Open Call for: Our Planet Pop-Up Museum

Fee: We expect that the fee will be up to £7,700.

Project development and delivery time: June - October 2024

Deadline for initial expression of interest: 9am, 19th April 2024

Are you a group of creative practitioners who value community and socially engaged practice? Do you enjoy interacting with a diverse range of people? And engaging them with big issues in fun and creative ways that are meaningful to them?

The University of Cambridge Museums (UCM) are inviting applications from groups of creatives, or a creative organisation, with experience in community focussed installations, to create a touring Pop-Up Museum in 2024 inspired by the theme: Our Planet.

We are open to submissions from creatives working in collaboration with other artists/ agencies/ groups with relevant experience and have some discretionary flexibility around the fee in response to submissions of this kind.

At the University of Cambridge Museums, we pledge to champion equity, diversity, inclusion, anti-racism and accessibility and welcome applications from all backgrounds.

About the project

Building on a range of previous work from across the University of Cambridge Museums consortium, we are looking to commission an interactive Pop-Up Museum to engage with a range of audiences in community settings across Cambridge city, and Cambridgeshire. We are committed to finding ways to take the Museums and their collections out into the community in exciting and inventive ways.

Previous activity has shown us that communities appreciate us stepping outside of our buildings and taking part in locally-led community spaces and initiatives. A key theme of our 'Collections in Action' programme is 'Our Planet.' It's a theme which increasingly means a lot of different things to different people. We want to raise awareness of our Museums and collections with everyone, but we also want to find out what local people think and feel, what's important to them and their lives - we hope that a Pop-Up Museum will be one way to further our understanding of our region.

About University of Cambridge Museums

The University of Cambridge Museums (UCM) is a consortium of eight University of Cambridge Museums and a Botanic Garden. With more than five million works of art, artefacts and specimens, the collections bring together people from across the world to explore the big questions: from the earliest forms of life to the future of our planet. We work to deepen our understanding of our world, inspire new thinking and address local and global challenges. The UCM have a strong commitment to community participation and making everyone feel welcome and inspired by the collections. We want to have a dialogue with our local communities, enabling them to give their ideas and thoughts about our Museums, and the areas in which they live.

For more information about the UCM consortium, please visit the website to see the range of collections we work with from Art and Science to Archaeology:

<https://www.museums.cam.ac.uk/>

The University of Cambridge Museums is an Arts Council England funded National Portfolio Organisation and this commission would be part of our response to their strategy, Let's Create: <https://www.artscouncil.org.uk/lets-create/strategy-2020-2030>

About you

We are keen to work with an organisation or group of creatives who:

- Can talk confidently about the theme Our Planet, but not necessarily be experts.
- Engage our audiences in ways that enable them to contribute their thoughts, feelings and ideas.
- Engage our audiences in ways that create a safe, friendly environment.
- Can provide support and opportunities for volunteer involvement.

We expect that you will:

- Provide clear plans for the Pop-Up Museum project development, and agree to regular progress meetings with the UCM lead contact.
- Provide staffing at all pop-up locations across the commission, and work with us to recruit, train and manage engagement volunteers.
- Organise transport, set up and break down at all pop-up locations.



- Be aware that the commission will be representing the UCM.
- Assist with evaluation of the project with a commitment to reflective practice.
- Ensure that all Health and Safety requirements are adhered to including providing Risk Assessments and Method Statements.
- To have a clear enhanced DBS (Disclosure and Barring Service) check or be willing to undertake one.
- To have valid public liability insurance - minimum of £2 million.
- To provide written confirmation that you are compliant with the Modern Slavery Act 2015.
- To provide evidence of your right to work in the UK.

About the creative output

We'd like the Our Planet Pop-Up Museum to be interactive, giving visitors to the pop-up the opportunity to handle objects and take part in activities. The Pop-Up Museum will travel to various community settings across the city and region (to be agreed), during August-October 2024, promoting the UCM and encouraging participants to make a visit to the Museums and Garden (where appropriate). The organisation will be expected to deliver for the equivalent of 10 full days with a minimum of 50 hours face-to-face delivery.

The Pop-Up Museum should:

- Involve replica objects inspired by the UCM collections.
- Be eye-catching with an element of spectacle.
- Involve a way to collect audiences' thoughts/feelings on the theme beyond the collections.
- Be created with sustainability in mind, including plans for responsible disposal.
- Be created to be transported, put-up, and packed away in a variety of community settings including outside summer festivals and inside small libraries.
- Be inclusive and ensure it is accessible to our audiences.
- Be hopeful, but thought-provoking in response to the theme.

About the theme

The theme, Our Planet, is defined by the UCM Collections in Action programme as 'Exploring environmental change, biodiversity loss and unsustainable living' and reflects the range of responses our collections can elicit to this increasingly crucial, divisive, era-defining issue. We are interested in conveying the following ideas:

- Exploration and curiosity about the natural environment can create a sense of awe and wonder, and nurture appreciation for our planet.
- Many of our ecosystems have resilience and can adapt to and recover from threats to their existence with our help.
- Small changes can make a difference. You can make those changes in your local community and see their impact on your doorstep.

We are looking for a response inspired by at least two of the following University of Cambridge Museum collections: Cambridge University Botanic Garden, the Sedgwick Museum of Earth Sciences, and the Museum of Zoology, and which:

- Can find local connections across Cambridge city and the region (the places we will be popping up.)
- Can be hopeful but thought provoking.
- Is aware of how the University of Cambridge might be perceived as an organisation across the city and region especially with regard to Environmental Responsibility.
- Consider the theme through the lens of contemporary life, and the future.

We will be running a workshop for shortlisted applicants to meet staff from these collections, where they will introduce research, objects/specimens and ideas related to these themes to explore in developing your final proposal.

Target Audiences

The Pop-Up Museum will appear in a variety of spaces. It needs to be able to engage a diverse range of audiences including adults, children and young people and intergenerational groups. It should not assume that any visitor has visited any of the University of Cambridge Museums before, or knows a lot about the theme. It is expected that the interaction with audiences and the Pop-Up Museum will be coincidental, (rather than planned/pre-booked) and last between 5-30 minutes depending on the interest of those engaging with it.

Expected Outcomes

We hope that the Pop-Up Museum has the following outcomes:

- **Audiences:** feel that it was a positive and exciting experience, and know a bit more about the theme and University of Cambridge Museums.
- **Audiences:** notice a commitment from the UCM to reach out and be in community spaces.
- **UCM:** gain a better understanding of what local communities know, think or feel about this theme.
- **UCM:** raise general awareness/profile of the UCM.
- **Volunteers:** experience of helping to deliver community events and engaging with audiences.

Fee

We expect that the fee will be up to £7,700. With the successful applicant receiving a fee of approx. £3,200 for 10 days (70 hours) delivering the Pop-Up Museum, a budget of up to £2,500 for preparation, administration, meetings, travel and evaluation time, and a budget of up to £2,000 for production costs (including replenishment).

About the application process

We will be inviting short expressions of interest until 9am on 19th April. Following this process, we will shortlist up to three successful applications to progress to the next stage.

Each application will receive a fee of £1,000 for this stage where they will be required to attend a two-hour workshop with UCM staff to further discuss themes and objects, develop a small project plan (including a provisional budget) before presenting their final idea to a panel.

Expected timeline for application process:

- **Expression of interest deadline:** Friday 19th April, by 9am
- **Shortlisted applicants notified by:** Tuesday 23rd April
- **Workshop for shortlisted applicants:** Tuesday 30th April

- **Final presentation of developed idea:** Tuesday 18th June
- **Delivery timeframe:** August-October 2024

How to apply

To express interest, please complete our online expression of interest form:

https://cambridge.eu.qualtrics.com/jfe/form/SV_esqng5g0KLvivVc

You will be asked to provide us with:

- A one-page A4 CV or resume for your creative organisation.
- A 300-word proposal outlining how you might respond to the theme and University of Cambridge collections.
- A 300-word statement about your experiences of creative community-focused installations and how you have captured audience's thoughts/feelings.
- Three examples of your arts practice and engagement work via annotated photographs or links.

For any **informal queries** regarding the process or themes, please contact Clemency Cooper via email: cafc2@cam.ac.uk