



Invitation to Tender: Documentation Contract AV Festival 10 and Northern Lights Film Festival

AV Festival 10 and Northern Lights Film Festival (NLFF) are looking for a freelance contractor, or company, to document both Festivals happening during the month of March 2010. This contract is available as a combined contract for both Festivals; however it is also possible to tender separately for each Festival.

Purpose of Contract

The Documentation Contract has been created to find a freelance contractor, or company, to document:

- AV Festival 10 events and exhibitions across the cities of NewcastleGateshead, Sunderland and Middlesbrough, 5 - 14 March 2010 (see Schedule 1)
- Northern Lights Film Festival events across the cities of NewcastleGateshead, and Durham, 20 – 28 March 2010 (see Schedule 2)

Both Festivals require both still image photographic documentation and moving image documentation. As such, the documentation team should include an experienced photographer (or photographers), and experienced camera-operators and/or producers. The documentation team will photograph a wide range of Festival events, and film an indicative selection of events.

The aim is to create a high quality archival record of both Festivals, to be used to communicate to future partners and funders. In addition we would like to create a series of more on-the-fly promotion during both Festivals through podcasting and photography. This work should be available online as soon as possible after each event.

The documentation team will be responsible for producing a separate DVD of edited highlights of the documentation for each individual Festival. This DVD should be completed for each Festival by May 2010.

The successful contractor will work on a fixed-term contract, for a fixed fee, from approximately 1 February 2010 to May 2010.

The indicative budget we have available for this combined contract is approx £7,500 (inclusive of VAT).

The individual budget for documentation of AV Festival 10 is: £5,000 (inclusive of VAT). See Schedule 1 (page 5) for key events.

The individual budget for documentation of Northern Light Film Festival is: £2,500 (inclusive of VAT). See Schedule 2 (page 9) for key events.

The deadline for tenders is 20th January 2010.

Festivals Background

AV Festival is one of the UK's largest international Festivals of electronic arts, and features visual art, music, film, and moving image. A biennial event, the Festival takes place in NewcastleGateshead, Sunderland and Middlesbrough. The Festival consists of exhibitions, performances, film screenings, symposia, talks, club nights, residencies and other special events at many cultural venues across the North East. NLFF Festival is the regions only international Film Festival. The Festival consists of events, film screenings, industry, talks, music & film nights, and other special events at venues across the North East.

Overview of AV Festival 10

AV Festival 10 will take place over 10 days from 5 to 14 March 2010 across NewcastleGateshead, Middlesbrough and Sunderland. The programme is curated around the theme of energy and includes 24 exhibitions, 20 performances, 15 new commissions, 10 film screenings, 14 talks, 4 club nights and 3 symposia with over 100 artists. The theme of energy is examined from different perspectives, ranging from kinetic, sound, light and electromagnetic energy to the spiritual and human.

The Festival occupies some of the region's most outstanding cultural venues including mima (Middlesbrough Institute of Modern Art), BALTIC Centre for Contemporary Art and Tyneside Cinema. In addition, new works have been commissioned for landmark buildings including the Civic Centre Carillon Bell Tower, Sunderland Museum & Winter Gardens and the north tower of the iconic Tyne Bridge in Newcastle.

Overview of Northern Lights Film Festival 2010

Northern Lights Film Festival 2010 features film screenings, and behind the scenes events as well as film and game commissions. The Festival takes place in NewcastleGateshead and Durham, and occupies some of the region's most outstanding cultural venues including, BALTIC Centre for Contemporary Art, The Sage Gateshead and Tyneside Cinema.

The programme is centred around the theme of crossing boundaries and includes 14 films, 20 screenings, 3 new commissions, 6 highlight events, 2 live music nights and 1 industry day. The theme of crossing boundaries is examined from different perspectives (real and imagined), ranging from censorship – control and resistance, memory and ageing and war.

Documentation Team Roles

The contractor will be required to undertake the below tasks in the lead up to, and during, the Festival/s.

Understanding the Festival/s

The contractor will be required to learn about the programme and theme of AV Festival 10 and NLFF 2010 to establish a clear understanding of the Festival/s. The contractor will read the Festival/s marketing materials, to gain an understanding of what is being planned, and will attend a briefing with the AV Festival 10 Director and Producer and/or the NLFF Team to gain an understanding of key Festival events.

Devise a Documentation Plan

The contractor will be required to devise a documentation plan for AV Festival 10 and/or NLFF, which shows which events are being documented on specific dates. A list of events that are priorities for photographic and film documentation for AV Festival 10 is included as Schedule 1, and for NLFF as Schedule 2.

Photography

The contractor will be required to photograph a wide selection of exhibitions and events at AV Festival 10 and/or NLFF, in a wide variety of venues from galleries to swimming pools to concert halls and cinemas, across the region.

Filming

The contractor will be required to film an indicative selection of exhibitions and events at AV Festival 10, and/or NLFF in a variety of venues across the region. The moving image documentation may also

include short interviews or 'vox pops' with visitors or Festival audiences, which may help sell each Festival and the region to future partners and funders.

Podcasting

The contractor will work closely with the Web Manager for each Festival to devise a schedule for podcasting of events for use in the emarketing of both of the Festivals. Festival volunteers can be made available to supplement this area of work, in negotiation with each Festival Manager.

Venue Permissions

The contractor will be required to inform event managers ahead of time when documentation crews are planning on being at an event. Each Festival will provide contact details for event managers. The documentation plan should be circulated to all event managers at the beginning of each Festival. If the documentation team have specific access issues or requirements, this will need to be negotiated directly with event managers and venue managers.

Artist Permissions

The contractor will be required to be aware of any projects or events that cannot be documented for copyright reasons. Both Festivals have included a clause regarding documentation in all contracts with participating artists, to ensure that permission to document their work for archival purposes was a condition of their participating in the Festival. Any exceptions to this will be discussed with the successful contractor.

Produce a Disc of Digital Photographs

After the Festivals, the contractor is required to provide a separate DVD for each Festival containing copies of the digital photographs taken during the Festival. The disc should include a wide variety of photographs, and must also include a selection of 'highlights' (visually strong images of Festival events or exhibitions) selected by the contractor. The photographs must be clearly labelled. 10 copies of the disc should be made available to each Festival.

Produce a DVD

The contractor is required to produce a separate DVD for each Festival which presents edited highlights of the moving image documentation shot during each Festival. The DVD must include a 5 minute film summary. It must include a range of Festival events (including live performances, exhibitions, symposia, screenings, talks etc). The DVD can also make use of the still image photographic documentation.

Each Festival's branding tools kit (logos, fonts, moving image content and other design elements) will be made available to the contractor to utilise.

The contractor will also receive a list of events and exhibitions from each Festival, which have been documented by host venues, and may negotiate access to this material to use in the highlights DVD.

10 hard copies of the DVD should be made available to each Festival. Both DVD's will be due for completion in May 2010.

Sub-contractors

The contractor will identify the need for any additional human resources required to deliver the documentation and will be responsible for recruiting, overseeing and paying any sub-contractors related to the documentation.

Health and Safety & Public Liability Insurance

All contractors are required to have their own public liability insurance.

All contractors are required to maintain and manage high levels of Health and Safety at all times while ensuring that all UK requirements are met.

Contractor Specification

Essential

- Proven track record and minimum 2 years experience in moving image documentation
- Proven track record and minimum 3 years experience in photographic documentation
- Experience of documentation for arts or cultural organisations
- Experience of documenting live events
- Experience of documenting exhibitions
- Experience of producing collated documentation of events on DVD
- Experience of documenting audiences or participants of artistic programmes
- Excellent video-editing skills and experience with DVD production
- Experience of managing others, including volunteers and sub-contractors
- Excellent organisational skills, the ability to manage workload
- Excellent spoken communication skills
- Good IT skills and experience of using office software such as Microsoft Word, and internet based communication, particularly email
- Strong knowledge of UK Health and Safety laws

Desirable

- Good working knowledge of the North East region, specifically Newcastle, Gateshead, Sunderland, Middlesbrough and Durham.
- An understanding of electronic art, visual art, film, moving image and music

Tender Process

Contractors should submit their interest in this contract by sending the following documents by 10am, 20th January:

- a letter of interest, with details of a referee
- a current CV

Contractor's letter of interest should be no more than 2 side of A4. The letter of interest should indicate:

- The fee you would charge to undertake the services outlined in the contract brief and a breakdown between the two Festivals. NB The indicative budget we have available for this combined contract is approx £7,500 (inclusive of VAT).
- Your availability to work in the period leading up to the Festival, and during both/either Festival dates of: 5 – 14 March and 20 – 28 March, and your assessment of how much time you can commit to the contract.
- Any plans you would put in place to achieve the contract tasks, and the ways in which you would ensure the requirements of both Festivals are met in undertaking the combined contract.

Please submit your letter, along with your CV and the contact details of a referee via email to Tom Higham, Manager, AV Festival 10.

Deadline:	10am, Wednesday 20 January
Email tenders to:	tom@avfestival.co.uk
Clearly mark the email:	Tender – AV10 & NLFF10 Documentation

Schedule

Invitation to Tender issued:	11 January
Tenders Due:	20 January
Meetings with applicants (if needed):	21 January
Contract Awarded:	22 January

Enquiries

Queries should be addressed by email to Tom Higham, Manager, AV Festival 10.

Email: tom@avfestival.co.uk

Telephone: (+ 44) 0191 227 5519

AV Festival, c/o Tyneside Cinema, 10 Pilgrim Street, Newcastle upon Tyne, NE1

Schedule 1: AV Festival 10 Documentation

A suggested list of key festival exhibitions / events which require both photographic and some moving image documentation are listed below. Please note it is not necessary to produce a complete film record of each event. In most cases extracts of events will be sufficient, unless specifically stated in the briefing meeting.

Access to artists for interviews and advance podcasts will be discussed at the briefing meeting.

EXHIBITIONS

Many of the exhibitions can be documented at the below Late & Live: Exhibition Preview events. However if this is not possible in particular we require high quality stills photography of the below key exhibitions, which will be explained at the briefing meeting:
(see brochure for exhibition opening times)

1. A certain distance, endless light

Venue: mima (Middlesbrough Institute of Modern Art)
Dates: Fri 5 March – 4 July
(mima may be documenting so we could acquire from them)

2. Felix Gonzalez-Torres Billboards

Venue: 6 x billboard locations across Middlesbrough, Newcastle, Gateshead and Sunderland
Date: Fri 5 – Sun 14 March
(mima may be documenting so we could acquire from them)

3. all art is, is rhythm

Venue: Hatton Gallery: Great North Museum
Dates: Fri 5 March – Sat 22 May

4. Aura Satz: Sound Seam

Venue: Great North Museum: Hancock
Dates: Fri 5 March – Sun 14 March

4. artificial: condemned-bulbes

Venue: Discovery Museum
Dates: Fri 5 – Sun 14 March

5. The Gluts: Café Carbon

Venue: Vane
Dates: Fri 5 – Sun 14 March

6. Feral Trade Café: While Stocks Last / The Shredder

Venue: Tyneside Cinema
Dates: Fri 5 – Sun 14 March

7. Bruce Conner: CROSSROADS

Venue: Tyneside Cinema
Dates: Fri 5 – Sun 14 March

8. Zilvinas Kempinas

Venue: BALTIC Centre for Contemporary Art
Dates: Fri 5 – Sun 14 March
(BALTIC may be documenting so we could acquire from them)

9. Semiconductor

Venue: Northern Gallery for Contemporary Art, Sunderland
Dates: Fri 5 March – Sat 1 May

10. Alec Finlay: Sky Colour Wheel

Venue: Adshels on 4 streets in Sunderland

Dates: Mon 1 March – Sun 14 March

EVENTS

1. Festival Launch/Exhibition Preview:

A certain distance, endless light: A project by Felix Gonzalez-Torres and William McKeown

Venue: mima (Middlesbrough Institute of Modern Art)

Date: Thu 4 March: 6pm-8pm (including welcome speeches)

(suggestion: photo and video)

2. Charlemagne Palestine: Carillon Bells (UK premiere / commission)

Venue: Newcastle Civic Centre

Date: Fri 5 March: 6pm-7pm (including welcome speeches)

(suggestion: photo and video)

3. AV Late & Live: Exhibition Previews (NewcastleGateshead)

Venues: Hatton Gallery; Great North Museum; Great North Museum: Hancock; Gallery North; Discovery Museum; Vane; Tyne Bridge North Tower; BALTIC

Date: Fri 5 March: 7-9pm (combination of exhibition installation and social/vox pop style)

(suggestion: photo and video – priority: Hatton; Hancock; Discovery; Vane; Tyne Bridge North Tower)

4. Liliane Lijn: Power Game

Venue: BALTIC Centre for Contemporary Art, Gateshead

Date: Fri 5 March: 9-11.30pm (this whole event is being video documented, so stills photography a priority)

5. Art and Energy Talks: Felix Hess

Venue: Tyneside Cinema, Cinema Space, Newcastle

Date: Sat 6 March: 10.30-11.30am

(suggestion: photo and video)

6. Rhodri Davies: Cut and Burn (new commission)

Venue: Hatton Gallery; Great North Museum, Newcastle

Date: Sat 6 March: 11am-4pm (durational performance)

(suggestion: photo and video)

7. Charlemagne Palestine: Schlingen Blangen

Venue: St Thomas Church, Newcastle

Date: Sat 6 March: 4pm-10pm (durational performance)

(this will be audio recorded in its entirety, so video documentation should be sensitive to this)

8. Art and Energy Talks: Liliane Lijn

Venue: Tyneside Cinema, Cinema Space, Newcastle

Date: Sun 7 March: 10.30-11.45am (screening from 11.15-11.45am)

(suggestion: photo and video)

9. Charlemagne Palestine: Charlemagne Maximus (new commission)

Venue: St Nicolas Cathedral and St John Church, Newcastle

Date: Sun 7 March: 2pm (exact duration TBC)

(suggestion: photo and video)

10. Iain Forsyth and Jane Pollard: Silent Sound

Venue: Middlesbrough Town Hall

Date: Sun 7 March: 6-7.30pm

(suggestion: photo and video)

11. AV Late & Live: Exhibition Previews (Sunderland)

Venues: Sunderland Museum & Winter Gardens; Northern Gallery for Contemporary Art; The Place; Street Adshels; Reg Vardy Gallery; National Glass Centre

Date: Tue 9 March: 5.30-8.30pm

(suggestion: photo and video)

12. Planetary Breakdown Symposium (check if BALTIC documenting separately, if so not required)

Venue: BALTIC Centre for Contemporary Art, Gateshead

Date: Wed 10 March: 10am-6pm

13. Gustav Metzger Lecture (check if BALTIC documenting separately, if so not required)

Venue: BALTIC Centre for Contemporary Art, Gateshead

Date: Wed 10 March: 6.30-7.30pm

14. Big Water: Cluster and :zoviet*france:

Venue: Sunderland Aquatic Centre

Date: Wed 10 March: 7.30-10.30pm (suggestion: 8.30pm onwards)

(suggestion: photo and video)

15. Prelinger Archives: A is for Atom (Talk and Screening – Launch for Recycled Film Symposium)

Venue: Tyneside Cinema, Cinema Space, Newcastle

Date: Thur 11 March

(there may be separate resource to document the symposium beyond this budget)

16. Recycled Film Symposium

Venue: Tyneside Cinema, Cinema Space, Newcastle

Date: Fri 12 March: 9.30am-5pm

(there may be separate resource to document the symposium beyond this budget)

17. Kenneth Anger: In Person (talk and screening)

Venue: Tyneside Cinema, Cinema Space, Newcastle

Date: Fri 12 March: 7-9pm

(suggestion: photo and video)

18. Exhibition Guided Tour (artificial talk and Harwood Coal Fired Computer demonstration)

Venue: Discovery Museum, Newcastle

Date: Sat 13 March: 2.30-3.30pm

(suggestion: photo and video)

19. Alan Moore and Stephen O'Malley (new commission)

Venue: Laing Art Gallery, Newcastle

Date: Sat 13 March: 4pm-4.30pm

(suggestion: photo and video)

20. Sounds of Science

Venue: The Sage Gateshead

Date: Sat 13 March: 6.30-9pm

(suggestion: photo and video)

(check ScienceFest plans for documentation)

21. Rivers (performance plus Q&A)

Venue: The Sage Gateshead

Date: Sun 14 March: 3-6pm

(suggestion: photo and video)

22. English Journey Revisited (commission: closing night performance)

Venue: The Sage Gateshead

Date: Sun 14 March: 8pm-11pm

(suggestion: photo and video)

FESTIVAL HUBS

This year for the first time the Festival has both a daytime and a late night Festival Hub. During the day the Festival Hub is the Feral Trade Café at Tyneside Cinema. And from 9pm onwards the Hub is at the Star and Shadow Cinema. Both of these should be documented, we have the below suggestions:

Festival Daytime Hub

Feral Trade Café: Cocktail Hour Talks

Venue: Feral Trade Café, 3rd Floor Bar, Tyneside Cinema

Dates: various dates as below, preferences for documentation are starred:

(suggestion: photo and video)

Kate Rich Talk – Sat 6 March, 5-6pm*

Ruth Catlow Talk – Mon 8 March, 5-6pm

Dominic Smith Talk – Thur 11 March, 5-6pm

James Kennard Talk – Fri 12 March, 5-6pm*

Avery Gordon Talk – Sat 13 March, 5-6pm*

Maja Kuzmanovic Talk – Sun 14 March, 5-6pm*

Festival Late Night Hub

Venue: Star and Shadow Cinema

Dates: various dates are suggested as highlights to document, which represents half of the programme:

Road to Rimini: Sat 6 March: 10pm-4am

(suggestion: photo only)

Atsuhiko Ito: Tue 9 March: 9pm-12pm

(suggestion: photo and video)

Craig Baldwin: Thu 11 March: 9pm

(suggestion: mainly video – 10min intro to film)

Nothing is New, Everything is Permitted: Sat 13 March, 9pm

(suggestion: photo and video)

Lucky Dragons: Sun 14 March, 10pm (closing party)

(suggestion: photo and video)

Schedule 2: NLFF Festival 10 Documentation

A suggested list of key festival screenings / events which require both photographic and some moving image documentation are listed below. Please note it is not necessary to produce a complete film record of each event. In most cases extracts of events will be sufficient, unless specifically stated in the briefing meeting.

Access to artists for interviews and advance podcasts will be discussed at the briefing meeting.

In particular we require high quality stills photography of the below key events, which will be explained at the briefing meeting:

1. Ad men

Venue: BALTIC Centre for Contemporary Art
Dates: Sat 20th March 2010

2. Game launch

Venue: BALTIC Centre for Contemporary Art
Date: Sat 20th March

3. Sci Fi Night

Venue: Centre for Life
Dates: Sun 21st March

4. Memory and Oblivion

Venue: Great North Museum
Dates: Mon 22nd March – Sat 27th March

5. Jardin de Jad – screening & film maker talk tbc

Venue: Side Cinema
Dates: Mon 22nd March

6. Censorship – Control and Resistance – schools event

Venue: Greenfields School, Co Durham
Dates: Tues 23rd March

7. Preview screening Lebanon

Venue: Tyneside Cinema
Dates: Fri 5 – Sun 14 March

8. Industry Day

Venue: Tyneside Cinema
Dates: Fri 26th March

9. Gig – Mick Jones

Venue: Tyneside Cinema
Dates: TBC

10. Gig – Maximo Park

Venue: Star and Shadow
Dates: TBC

11. Rude film

Venue: Oriental Museum Durham
Dates: tbc

12. Gala opening film

Venue: Gala Durham
Dates: Sat 20th March

13. Semiconductor

Venue:

Dates:

14. Raymond Scott event

Venue: The Sage Gateshead

Dates: Sun 28th March