



## **BRIEF – Exhibition Field Worker**

### **HTR Resource – Exhibition on ‘Everyday objects transformed by conflict’ – Initial Development by Field Worker**

<b>Status:</b>	Task specific contract as Exhibition Field Worker
<b>Location:</b>	Northern Ireland and Border Region
<b>Closing date:</b>	<b>Monday 15th March 5pm</b>
<b>Duration:</b>	Completion of tasks by 31 <sup>st</sup> March 2010
<b>Fee:</b>	Inclusive fee - £1,000

#### ***Project background***

Healing Through Remembering (HTR) requires the services of an appropriately skilled person (Field Worker) to carry out a number of initial development tasks in preparation for the organisation’s ‘Everyday Objects Transformed by Conflict’ exhibition.

The appointee will work under the instruction of the Healing Through Remembering Board, liaising with the organisation Director.

#### ***‘Everyday objects transformed by conflict’ – Exhibition Background***

Healing Through Remembering wishes to appoint a Field Worker to implement the initial stages of a project based on an existing ‘Audit of Artefacts’ carried out by HTR. The intention is to create a public exhibition with the title ‘Everyday objects transformed by conflict’. These will be objects related to the conflict in and about Northern Ireland.

In 2007, HTR’s ‘Audit of Artefacts’ catalogued almost 250,000 items related to the conflict and held in a wide variety of private collections. These items remain largely unknown to other groups and to the public. The Field Worker will offer collectors the opportunity to discuss this project and the possibility of lending an item to the proposed exhibition.

It is intended that the final exhibition created will thereby stimulate an interest in the original collections lending the objects. A network of contact, communication and exchange will be created.

With the exhibition, HTR hopes to demonstrate that it is possible to show the various views and perspectives of the conflict alongside each other and not merely in an anodyne form, thereby serving to mitigate future violence.

#### ***Criteria***

The successful candidate should have the following skills:

- At least two years experience of event management. At least one of these years should have been acquired in the voluntary and community sector;

- Demonstrable organisational skills acquired in an environment requiring sensitivity, imagination and trust;
- Experience and understanding of the sensitivities involved in exhibiting artefacts relating to a sensitive issue;
- A knowledge of issues relating to the background to the conflict in and about Northern Ireland;
- Excellent communication skills, both oral and written;
- Excellent report writing and evaluation skills;
- Experience of working with a wide range of groups and organisations;
- Experience of maintaining project-related financial records, reports and administration;
- Demonstrable understanding of the ethos and values of HTR.

### ***Specification***

In addition to showing how you meet the above criteria, candidates are asked to explain separately their overall approach to this project, including how they will achieve the tasks outlined within the deadline set. This should be no longer than one A4 page, font size 12.

### ***Project activity***

The successful candidate will address the following tasks (in preparation for the successful mounting of the exhibition at a later stage):

- Meet with relevant members of HTR (including the Living Memorial Museum Sub Group) to agree plan of work, appropriate methods of approach and communication sensitivities;
- Prepare a summary description of the aims and objectives of the project for circulation to contributors to the 2007 'Audit of Artefacts';
- Review and revise contact details database for the 2007 contributors;
- Prepare initial introductory letter to potential contributors, with particular consideration given to clarity of purpose (aims and objectives for the exhibition as well as processes available within HTR to facilitate agreement on difficult issues) and sensitivity of expression;
- Identify date for an initial meeting with interested contributors (for inclusion in letter previously described) following discussions with all relevant parties;
- At all stages, the Field Worker should ensure that the confidence of the Sub Group has been obtained before proceeding;
- Finalise mail-out including reply slip for potential contributors. This should allow potential contributors to respond in a variety of ways (including response to invitations to contribute, but also seeking details in relation to levels of support for the event, whether interested in being kept informed about progress made, invitation to the event itself, etc);
- Post letters, set up database to record details regarding responses;
- Prepare agenda for initial meeting with potential contributors, identify key speakers and put together document pack.

## ***Application Process***

Tenders, marked 'Exhibition Field Worker', should be sent to HTR (email, post or fax) marked for attention of Claire ([claire@healingthroughremembering.org](mailto:claire@healingthroughremembering.org))

They must include the following:

- a) experience and interest in this area in relation to the Criteria above
- b) your overall approach to this piece of work, as described in the Specification and with reference to the Project Activity above .

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

Following shortlisting, appointment will be made on the basis of their overall approach to the work needed

Tenders must be received by **5pm Monday 15<sup>th</sup> March 2010**.

Receipt of submission may be confirmed by telephone: 028 90238844

All correspondence for this tender to:

Alexander House, 17a Ormeau Avenue, Belfast, BT2 8HD

or

By fax to 028 90239944

or

By e-mail to [claire@healingthroughremembering.org](mailto:claire@healingthroughremembering.org)



**European Union**

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A project supported by PEACE III Programme managed for the Special EU Programmes Body by the Community Relations Council/Pobal Consortium.