



THE UNIVERSITY  
*of* EDINBURGH

## Art Brief Template

The following is a template for an art commission or residency brief.

It is important to have a brief to share with artists, designers, curators or creative producers. It is your means of communicating the context and requests.

This was compiled by the University of Edinburgh Art Collection as a sample to aid in brief development and writing for University art commissions and to outline what information is required in a brief.

The art collection is available to answer questions, offer advice and support if required.



THE UNIVERSITY  
*of* EDINBURGH

*[Title Page suggested Layout]*

University of Edinburgh – [ ] Art Commission/Residency

[year]

[image and or funder logos]

Briefing Document for Artists, Curators and Creative Producers

## Contents

1. Introduction
2. Artform
3. Objectives
4. Invitation
5. Context
6. Finance
7. Briefing
8. Selection Process
  - 8.1 Proposals
  - 8.2 Selection Criteria
  - 8.3 Selection Panel
9. Timescales
10. Submissions
11. Queries
12. Terms and Conditions
13. Feedback

## 1. Introduction

The University of Edinburgh, *[Mention specific department if relevant]* *[list additional funders or co-commissioners]* have provided funding for an art commission/public art commission/residency. A *[limited/open/direct]* competition is being organised as a result

## 2. Artform

*[Enter information about the artform. Consultation with Art Collection is advised]*

Example:

*The form this artwork takes is open and can include any of the recognised art forms of the work. The work can be achieved as an independent artwork, through collaborative projects, student or University engagement as well as interdisciplinary responses.*

## 3. Objectives *[examples, not obligatory to use all listed]*

- To create an artwork *[more specific if relevant]* that will form part of [ e.g the University of Edinburgh campus]
- To support an artist with the creation of a new contemporary artwork for the University of Edinburgh campus and the city.
- To reflect on ideas expressed in [ ]
- To celebrate x and x's work.
- To develop an exciting and lasting legacy for X in Edinburgh.

## 4. Invitation

This is a limited completion with XX artists and creative producers invited to make a proposal for an artwork. The shortlist was developed through nominations by XXX and XXX

OR

This is an open competition. Artists and creative producers are invited to submit proposals for consideration and shortlisting in stage 2.

## 5. Context

*[Content in this section is dependent on the commission/residency. It may be useful to provide research, historical, university context. It is important to provide a few avenues of interest but equally this should not be pages of information. Plans, links to websites, articles etc can be placed in appendixes.]*

[If location is known it needs to be specified here as a 5.1. Be as information about location as possible. Also include architectural drawings, material specs of the space, etc, where relevant, in appendixes]

[If extra resources or in-kind material is available to the artist as part of the development of the commission. List here as a 5.2] Examples of extra resources could be:

*The selected artist will have access to a number of resources, in addition to the fee available. This includes access to:*

- *University heritage collections held at the Centre for Research Collections (CRC) E.g special collections, archive and art collections and the dedicated expert staff who care for them. [ This should be discussed and confirm with CRC staff]*
- *The [specific] databases or research/University Library facilities {note: this has to be arranged} /University of Edinburgh Research Seminars*
- *The University library journals and research databases and one induction meeting with the Academic Support Librarian for School of XX.*
- *Approximately x hours of contact time with XXX [key stakeholder/academic/project lead]. This is subject to change but equates to roughly one meeting a month. Depending on the appetite there may be a possibility of contact time with xx*
- *Pending the direction of the artist's research, connection with relevant academic staff within the University, and internationally, can be supported and sought by the commission team – not limited to those connected to School of Law.*
- *Some research conferences, academic roundtables and public engagement activities*
- *[If no studio space included in the commission:] Please note that studio space cannot be made available as part of this project. It is expected that the artist will work remotely.*

**Note:** All the above are just examples and resource and time allocations should be discussed and confirmed with the relevant staff and departments before inclusion in the brief.

## **6. Finance**

The value of the opportunity is XXXX including vat. The amount is fully inclusive of all costs including fees to the artist, any necessary research, production, realisation, insurance and documentation and VAT.

A separate fee of XXXX will be paid to each of the three artists completing the submission process upon invoicing the University of Edinburgh.

Payment will be processed in Of [X] instalment(s) of £xx upon contract signature and invoicing.

**Note:** *Please review commissioning guidelines, talk to experts and consult Scottish Union Rates to ensure budget is feasible and fair.*

## 7. Briefing

A briefing meeting will be arranged for shortlisted artists at the University of Edinburgh. This meeting will offer artists the opportunity to [see site], discuss the project and meet X [staff, reserarcher etc]. This meeting will take place XXXXX on XXXXX at xxxx

## 8. Selection Process

This is a one stage competitive process. XXX artists are invited to make submissions.

OR

This is a two stage competition. Artists and/or creative producers are invited to submit proposals which will be shortlisted by a selection panel in Stage 2.

### 8.1 Proposals

Submissions are to include:

*[examples below. Note that these may change depending on artform being commissioned]*

- Detailed description of the concept behind the proposal and how it relates to the brief.
- Description of the proposed artwork and relevant visualisations. If relevant artists may provide details of proposed location for the display of the work
- Duration/time frame of the commission (including development).
- Detailed information on any technical issues relating to the proposal to demonstrate the feasibility of the proposal (including visual material, technical drawings, methodology/installation, maintenance etc)
- Detailed financial breakdown including, if relevant the follow: Artist's fees, construction, fabrication, implementation and any other fees.

Submission support material:

- Short biography and artists statement
- No more than three relevant examples of previous work

### 8.2 Selection Criteria

Proposals will be assessed by the selection panel using the following criteria: *[examples below:]*

- Concept and relevance to the brief and commissioning context and objectives
- Quality and originality of artistic ideas
- Process and feasibility of the proposal
- Capacity of the artist (s), creative producer(s) to develop, manage and deliver the project on time and within budget

### 8.3 The Selection Panel

The final selection will be undertaken by a panel including:

*[Examples listed, remember to ensure that the panel has an arts expert majority ideally in keeping with the artform you are commissioning]*

- Art Collection Curator
- ECA Rep
- Estates Rep
- User group rep
- Community rep e.g staff/student/public

### 9. Time Scale

*[List key dates and deadlines here]*

*Art Collection have examples of timescales for Open and Limited Commission Competitions.]*

A schedule of meetings will be agreed with the artist, after initial discussions regarding working patterns, availability etc.

### 10. Submissions

Closing date for submissions is XXXX

Submissions should be marked XXXXXX

We would prefer to receive applications via email, and they should be sent to:

*[Provide details of person who is project managing commission and selection panel.]*

Example: [Liv.laumenech@ed.ac.uk](mailto:Liv.laumenech@ed.ac.uk).

### 11. Queries

Artists are welcome to submit queries until XXXX to the XX [e.g Art Collection Assistant Curator] who is supporting the management of the commissioning process on behalf of the University of Edinburgh. Contact via XXX

### 12. Terms and Conditions

Recommended Examples:

- *Late submissions will not be accepted*
- *All material should be clearly labelled with the applications name and contact details*

- *All reasonable care will be taken with each submission. University of Edinburgh and its managers do not accept any responsibility any loss or damage which may occur*
- *The Selection Panel, whose decision is final, has the right to clarify any issues which may arise during the course of selection*
- *Artists or teams may be asked to provide details of a reference or attend an interview as part of the selection process.*
- *The University of Edinburgh reserves the right not to award commission and in this instance reserves the right to pursue other selection processes.*
- *The successful applicant will be issued a contract. Template contract models with annotated guidance will be provided at the appropriate point in the proposal and selection process. The template contracts can also be requested to view earlier if desired.*
- *The successful applicant will be required to have necessary, relevant insurance cover.*
- *The University of Edinburgh is subject to the provision of Freedom of Information requests. If you consider that any of the information supplied by you is either commercial sensitive or confidential in nature, this should be highlighted and the reasons specified.*
- *The ownership and Intellectual property for the proposals will remain with the artists, including to those awarded the commission. The University will not take any ownership of them. The proposals would only be revisited if full agreement had been sought from the artist.*

### **13. Feedback**

We are committed to providing the appropriate support to artists throughout this process. Should you feel uncomfortable, have questions or any concerns about the commission, the methods and structures presented or with regards any aspect of the invitation please do let us know. Contact: XX