



Oxford Cambridge and RSA

Wednesday 4 January – Sunday 15 January 2023

Level 3 Cambridge Technical in Performing Arts

05850/05851/05852/05853/05876 Unit 2C: Proposal for a commissioning brief

PRE-RELEASE

INSTRUCTIONS

- Choose **one** commission brief.
- You must undertake research to inform a proposal for the commission you have chosen.
- You will complete your proposal under controlled conditions.

INFORMATION

- The total mark for this task is **50**.
- The marks for each question are shown in brackets [].
- This document has **5** pages.

Select one of the following commission briefs:**Commission A****Trailblazer Sports Centre Opening**

Trailblazer Sports Centre is a major new development that will be opening its doors to our city next summer. This state-of-the-art venue will put our city and surrounding area on the map by providing some of the best facilities in the UK.

The Centre hopes to attract professional athletes and aspiring youth training programmes as well as providing community health and fitness opportunities, opening the doors for everyone to use the excellent range of facilities.

A private investor and Sport England are funding the event. The management of Trailblazer Sports Centre want to open with an exciting and crowd-pleasing launch event. This event will be open to the public but will also be attended by public figures, the Mayor, VIP funders, and distinguished guests.

We are inviting a high-profile sporting celebrity to open the event followed by an exciting, high quality launch packed full of entertainment.

If your events company has what it takes, please send your proposal to the management at Trailblazer Sports Centre for consideration.

'Let the best proposal win!'

Commission B**Prevent Homelessness School Project**

County Schools supports wider educational opportunities for students in the area. They are currently commissioning an experienced events management company to facilitate a project that brings awareness to teenagers about the plight of homelessness.

The tour of six local secondary schools will be an engaging project for Key Stage 3 & 4 students to learn more about how to prevent homelessness and support those in need.

This could be in production or workshop form, or as an event that you think will engage the students. It needs to be at their level of engagement to inspire them to participate.

Your team will be responsible for ensuring that all touring resources have been taken into consideration and that the project is flexible enough to work in a school hall environment. The budget is shared by the six schools and the panel will require a detailed proposal to ensure value for money.

The most engaging and practical proposal will be awarded the contract to start touring next year. Please send your ideas and full proposal to the County Schools Development Manager.

Commission C**Superhero Extravaganza**

Your local Arts Centre is calling all events management companies in the area to send us your proposal and ideas for a superhero inspired extravaganza. We hope to hold this affordable public event over the August bank holiday and encourage new audiences to come to the venue and see the fabulous facilities we have available.

This event is not just for arts and theatre lovers. We want to open our doors to all superhero fans looking for a fun, family experience. Engaging new people in the arts starts with making them feel excited and accepted in an arts environment. We hope that your company can bring us some fantastic 'out of this world' ideas to attract people to buy tickets.

Our management team is keen to receive your fully-budgeted proposal. It should take into consideration that we have multiple spaces available, including a 300-seat theatre, a black box studio theatre and filming space and numerous dance and performing arts studios. There is a café on site and a large foyer and gallery bar area that can also be used.

Whilst we have some fantastic performance spaces, we do not have our own technical team on site. If required, please take account of this and all other relevant considerations in order to be able to realise your proposal.

We look forward to receiving your 'superhero' proposals!

Scenario

You are the Project Development Officer for a company of performers and creative outreach workers. This is a new ensemble formed after its members graduated from pre-professional training. There are four core members including yourself but you can 'pull in' other co-workers if necessary.

As a company you are multi-skilled but lack direct experience in the contexts described in the commissions; however what you lack in experience you make up for with enthusiasm and an ability to take on new skills and adapt existing ones, based on a thorough research and development process.

Although money is available the commissioning organisations have not given a budget for the work. You must therefore be competitive but remain committed to paying workers the going rate and employing them on professional conditions of service. You will also need to be realistic about the resources and equipment that are needed to successfully carry out the project.

The timescale for the project will arise from your proposal details and approach but could include 'added value' such as a long-term commitment to weekly workshops or a short tour of performances, depending on the commission details.

1 Produce a proposal report for ONE of the commissions.

(1500-2000 words, including supporting documentation).

Please state clearly which commission you have chosen.

Your report must contain:

- (a) Introduction – that responds to a given scenario.
- (b) Initial summary
 - (i) A brief outline/executive summary of the project you intend to run, including the research undertaken.
 - (ii) Details of who will benefit from this project and how their needs will be addressed (this should include commissioning organisation, participants and the company and company members).
 - (iii) The timelines that will be necessary to deliver the project.
- (c) The Proposal
 - (i) This is an opportunity to 'flesh out' the details of the proposal and convince the commissioning organisation of your ability to deliver the project.
- (d) Budget and Resources
 - (i) Details of costs and resources needed to carry out the work.

(e) Appendices

- (i)** Details of adaptations and changes made in response to any pilot workshops/scratch performances and stakeholder research that may have been part of the R&D process.
- (ii)** Planning documentation and budget.
- (iii)** Health and safety and legal constraints.
- (iv)** Details of how you intend to monitor and evaluate the process and the outcomes.

[50 marks]**END OF PRE-RELEASE**

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