Artists’ brief template

[Headline description, e.g. A site-specific commission, an artist residency]

Overview

Describe in around 100 words what the exhibition/commission concept is, the locational context, aims and objectives, any partners, the mission of the project.

[Your organisation]

Who are you, what is your remit and mission, what are your credentials and how will you support the project.

The church venue

Describe the church history and contemporary uses and communities.

Themes and approaches

If there is a concept or theme for the commission or project, explain what it is here. Try to be open as to how artists might be respond to the theme, but if you have guidelines or stipulations, include them.

Budget, Commissioning Terms & Timescale

A maximum sum of £ (VAT inclusive) is available for the commission, to include: artist fee, materials, labour, expenses and installation. Commissions will be funded appropriately, according to budget requirements within this limit (a detailed and realistic budget breakdown must be supplied with the submission). Payments will be agreed with the artists and staged to reflect work undertaken, to include an upfront payment on contractual agreement, and final completion payment on successful delivery of all the agreed outputs.

The time scale for delivery of the commissions is as follows:

-Artist appointed by [insert date]

-Installation begins [insert date]

-Exhibition opens [insert date, if known]

Artists will be requested to give an artist’s talk or workshop during the exhibition period (as part of the artist fee).

As commissioners of (the work) [organisation name] will receive 25% retention fee on sale of the work and each edition thereafter worldwide, both during the festival and for a five-year period after the festival ends. The retention fee is understood to be the total sale price less the productions costs to make the work.

Copyright and ownership of the work produced for the commission remains at all times with the Artist.

The Artist will grant [organisation name] permission to reproduce any imagery created during the commission by photography, video, audio, digital or any media for publicity of promotional purposes connected with the commission. All artists will be expected hold their own Public Liability Insurance.

Selection Process

Assessment of submissions will be set against the following criteria:

- Quality of creative response to Artist Brief in context of the theme

- Project idea appropriately scaled to available resources

- Quality of previous work

- Evidence of/demonstration of ability to work to deadline and budget

- Short listed artists will be invited to present their proposals at interview to the Commissioning Panel, which will consist of [names].

Submission Requirements

The submission deadline for outline proposals is: [insert date]

Interviews for shortlisted artists: [insert date]

The proposal form can be found [e.g. on the website] Proposals should be submitted by email to [insert email address] no later than [date].