

Consultancy Brief: Collections Rationalisation Consultant

Project Title: Museum Renewal Fund – Collections Rationalisation

Organisation: Bradford District Museums and Galleries (BDMG)

Contract Type: Freelance Consultancy

Fee: £24,950 (fixed fee, inclusive of expenses)

Timeline: 6-month contract, commencing December 2025

Contract Managed By: Collections Manager

Location: Hybrid working with access to external museum stores

Purpose

Bradford District Museums and Galleries is seeking a freelance consultant to deliver targeted collections rationalisation activity that supports the long-term sustainability of stored collections. This work is funded by the DCMS Arts Council Museum Renewal Fund and is strategically aligned with BDMG's ambitions to improve collections storage, documentation, and ethical stewardship.

The consultancy prioritises practical delivery, sector compliance, and environmental responsibility. It will focus on completing approved disposals, reviewing stored collections, and producing documentation to inform future planning and governance.

Scope of Work

1. Rationalisation Review

- Conduct a targeted review of selected stored collections housed in external museum stores.
- Assess significance, condition, and relevance of objects to inform future decisions.
- Prepare documentation and recommendations to support curatorial and governance processes.

2. Disposal Delivery:

- Review and provide feedback on current disposal process.
- Complete the disposal process for collections already approved for deaccessioning.
- Administer removal and documentation in line with Arts Council Accreditation standards, Museums Association Code of Ethics, and the Disposals Toolkit.
- Prioritise sustainable disposal methods, including transfer to local organisations where appropriate.
- Liaise with receiving organisations and ensure environmental impact is considered and documented.

3. Reporting and Planning

- Produce a summary report outlining activity, outcomes, and lessons learned.
- Draft an updated rationalisation plan aligned with anticipated staffing levels for 2026/27.

- Ensure all documentation is clear, auditable, and aligned with sector best practice.

4. Stakeholder Engagement

- Liaise with curatorial, conservation, and wider museum teams to ensure transparency and accountability.
- Contribute to evaluation activities and funder reporting where relevant.
- Deliver a final handover session to embed learning and support legacy planning.

Deliverables

- Completed documentation for collection items approved for rationalisation.
- Rationalisation policy and process review notes and recommendations.
- Updated rationalisation plan for 2026/27.
- Summary report for internal use and to support external funding applications.
- Records of stakeholder engagement and evaluation contributions.
- Final handover session with staff.

Consultant Profile

- Proven experience in collections rationalisation, documentation, and disposal processes.
- Strong understanding of museum ethics, accreditation standards, and sector guidance.
- Ability to work independently and deliver practical outcomes within tight timelines.
- Excellent communication and documentation skills.
- Familiarity with collections, hazard, and risk management.
- IT literate with experience of using Museum Collections Management Systems.
- Subject knowledge in social or industrial history is desirable.

Payment terms and conditions:

- 50% on contract start (Dec 2025)
- 25% on submission of draft rationalisation plan
- 25% on delivery of final report and handover session

Application Process

If you feel you are the ideal candidate, please send a CV and cover letter to
Elizabeth.llabres@bradford.gov.uk

The deadline for applications is **7th December 2025**. If there are any adjustments that would support you in your application, please let us know.

Interviews will take place the week of 15th of December. We are an inclusive employer and recruit on the basis of ability, we are keen to hear from any applicants who feel suitably experienced.

Any offer of contract will be subject to right to work checks and references.

The consultant is solely responsible for their own tax, insurance, and equipment, and will not be considered an employee of BDMG.

All outputs will remain the intellectual property of BDMG and may be adapted for future use.

In the event of unforeseen delays or changes in availability, BDMG reserves the right to adapt the scope to ensure delivery.

Evaluation:

Consultants will be asked to provide:

1. Reflective Summary (1–2 pages)

- What worked well
- Challenges encountered
- Recommendations for future phases

2. Staff Feedback

- Participate in a short handover or reflective session with internal staff
- Capture informal feedback on process, tools, and outcomes

3. Legacy Contribution

- Identify any reusable templates, workflows, or guidance
- Suggest next steps or priorities for internal teams

4. Funder Reporting Support

- Provide short quotes or insights for inclusion in evaluation reports
- Flag any outcomes or metrics relevant to funder goals (e.g. improved access, sustainability, skills development)