

Consultancy Brief: Digital Collections Development

Project Title: Museum Renewal Fund Digital Access

Organisation: Bradford District Museums and Galleries (BDMG)

Contract Type: Freelance Consultancy

Fee: £8,000 (fixed fee, inclusive of expenses)

Timeline: December 2025 – April 2026

Contract Managed By: Collections Manager

Supported By: Staff Lead for Digital Access Improvements

Bradford District Museums & Galleries (BDMG) have been awarded funding by the Arts Council from the Museum Renewal Fund to improve public access to Bradford's museum collections through digital development work.

Purpose

We're looking for a consultant to help us shape a practical, forward-looking strategy for managing and sharing our collections digitally. This work will build on progress made by our Guest Digital Curator, will feed into BDMG's digital strategy and help us make informed decisions about future systems, staffing, and public access. It sits within the context of our wider goals around sustainability, community engagement, and inclusive access.

Scope of Work

1. Understand Our Starting Point

- Build on outputs from the Guest Digital Curator
- Review how we currently use our collections management system (MODES), including data structure and public access limitations.
- Review previous digital access initiatives and infrastructure—what worked, what didn't, and what we've learned.

2. Work Collaboratively with Staff

- Facilitate workshops or structured interviews with curatorial and collections teams
- Map current workflows, challenges, and aspirations
- Identify staff capacity and training needs for future digital delivery
- Encourage co-design and shared ownership of ideas

3. Develop a Practical Strategy

- Create a costed digital delivery plan, with scalable options, that includes:
 - Options for CMS transition, including phased implementation, if required.
 - Recommendations for data migration, hosting, and licensing
 - Staffing and training requirements

- Integration opportunities with existing platforms and public interfaces
- Accessibility and inclusion considerations
- Identify risks, dependencies, and long-term sustainability factors

4. Connect the Dots/Operational planning

- Ensure the strategy links clearly to other parts of the Museum Renewal Fund project, including collections rationalisation, commercial and marketing reviews.
- Frame digital access as a public benefit, showing how it will help more people connect with heritage
- Provide tools and recommendations that can be reused or built on in future work
- Identify staffing and training requirements
- Governance and sustainability considerations
- GDPR or intellectual property issues related to data migration, hosting, or public access platforms.

Timeline

- **Dec 2025:** Commissioning and onboarding
- **Jan - Feb 2025:** Review, consultation, and strategy drafting
- **March 2026:** Draft report ready for internal review
- **April 2026:** Final report submission and presentation

Deliverables

- A written strategy (around 25 pages) and action plan that's practical and easy to follow
- A short summary for internal use and future funding bids
- A presentation of findings to our leadership team in March 2026
- Optional: templates, checklists, or phased plans that support future implementation

Who We're Hoping to Work With

We'd like to hear from people with experience in digital collections work in museums or heritage settings. You don't need to know MODES specifically, but familiarity with CMS systems and public access platforms is important. We're looking for someone who's collaborative, thoughtful, and able to turn complex ideas into clear, actionable recommendations.

Consultant Profile

- Proven experience in digital collections management and CMS transitions
- Familiarity with MODES and/or comparable systems
- Understanding of public access platforms and sector standards

- Strong communication and stakeholder engagement skills

Payment Terms

- 50% (£4,000) payable on contract commencement (December 2025)
- 50% (£4,000) payable on submission of final deliverables (April 2026)

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

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 help support you in your application, please do let us know.

Interviews will take place the week of the 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 will be responsible for their own tax, insurance, and equipment, and will not be treated as an employee of BDMG

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

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)