



Scope of Works: Freelance Evaluator

Contract Dates: September 2025 to November 2025

Closing date for submission of quotation: 12 noon, 11 September 2025

Showtown is seeking quotations for an Evaluator with proven experience to facilitate evaluation of the co-production process of the 'Wartime Blackpool' exhibition.

The Commission: Wartime Blackpool Evaluation

'Wartime Blackpool: Bright Lights in Dark Times' is Showtown's second major temporary exhibition. The exhibition is the co-produced result of over eighteen months of work from Showtown's staff and a cohort of local people.

The project was Showtown's first major experience of co-production – and hopefully the first of many community-based projects in the museum. Showtown is seeking an evaluator to facilitate the evaluation of Showtown's co-production processes as a museum team. The museum team, consisting of four main members, aim to understand their experiences of co-production, to highlight lessons learnt through the project, and develop actionable changes to improve the museum's approach to future community work.

Contract Value

The cost of the total project is £2,000 which includes all expenses.

Payment terms:

- 50% upon appointment
- 50% upon completion of the scope of works.

The Brief

The contract is to run from September to November 2025.

Scope of Works:

- In conjunction with Showtown staff, develop an evaluation plan to measure the social and professional impact of the project on Showtown's staff
- Agree and fulfil an evaluation schedule with Showtown, including the delivery of a report
- Attend meetings with Showtown's staff to understand the project's objectives and the aims of evaluation
- Attend interviews with Showtown's staff and evaluate interviews with the co-production group
- Deliver a report by the first week of November in a way which meets the required outcomes of all funding partners and provides actionable recommendations for future co-production at Showtown

We are looking to appoint an individual or company with demonstrable evidence of the following:

- Experience of implementing evaluation frameworks for cultural and/or visitor attractions
- In-depth understanding of community involvement, including co-production and co-creation, in the cultural sector
- Demonstrable understanding of the arts, heritage and visitor attractions

How to apply

Your submission must include:

- No more than two sides of A4 providing an outline proposal of your approach to delivering the brief, including the skills you would use to deliver the project.
- Two referees or examples of past projects on which you have worked.

Assessment Criteria: Assessment of the extent to which the response demonstrates and evidences:

- Robust delivery proposal
- Previous experience and successful delivery
- Sector specific knowledge and experience
- Adequate resources / capacity to deliver the brief
- Appropriate plans to manage and coordinate activity
- Commitment to delivering the project within the time and budget constraints and to agreed quality standards

Please send your proposal to: Emily Langridge, Showtown Exhibitions Assistant,
emily.langridge@showtownblackpool.co.uk by **12 noon** on Thursday 11 September 2025. For further information on the project or any enquiries regarding the role please contact Emily on the email above.