



Appendix 1 - Roles and Responsibilities

The below is intended to be a helpful guide, and complements the legal **Licence to Occupy on Short Term Basis document**, which will be issued to selected artists.

	Licensor (Culture Coventry, Herbert Art Gallery & Museum)	Licensee (Artist/Hirer)
Planning	<p><i>Personnel</i></p> <ul style="list-style-type: none"> - Provide a member of Exhibitions staff as the main contact for the Licensee. <p><i>Exhibition</i></p> <ul style="list-style-type: none"> - Provide the <i>Exhibition Space Hire Toolkit</i> which contains information and documents for planning and installing an exhibition in Gallery 1.2 / Gallery 1.3 / Galleries 1.2 & 1.3 at the Herbert Art Gallery & Museum. 	<p><i>Personnel</i></p> <ul style="list-style-type: none"> - Provide a representative/s who will comply with requirements outlined in the Licence to Occupy on Short Term Basis document and be the main contact for the Licensor. <p><i>Exhibition</i></p> <ul style="list-style-type: none"> - Develop the concept and plan the content of the exhibition. - Provide a list of exhibits. - Provide a layout of the exhibition.
Budget		<ul style="list-style-type: none"> - Provide and manage the exhibition budget including the License Fee.
Installation and deinstallation	<ul style="list-style-type: none"> - Liaise with Licensee on exhibiting space spec, measurements and Health & Safety considerations. - Prepare the Exhibition Space, including making walls good from previous exhibition. - Provide basic toolbox for use by the Licensee. - Provide basic lighting layout for exhibition (preset and non-changeable). 	<ul style="list-style-type: none"> - Provide workforce to install and deinstall the exhibition and give names and contact details to the Licensor. - Provide power tools if needed for exhibition installation and deinstallation. - Provide hardware for installing artworks such as mirror plates, screws, plinths, AV equipment, etc as set out in the Installation Requirements document.
Transport	<ul style="list-style-type: none"> - Booking the Licensee's delivery vehicle for install and deinstall, 	<ul style="list-style-type: none"> - Providing delivery vehicle details and confirmed install and deinstall dates.

	to enable access to the Loading Bay.	<ul style="list-style-type: none"> - Responsible for packing and transport of exhibits and equipment to and from the Herbert. - Storing packing materials while exhibition is on display.
Insurance		<ul style="list-style-type: none"> - Provide insurance for exhibits and equipment during transport and while on site at the Herbert.
Maintenance and Security	<ul style="list-style-type: none"> - Responsible for signing off the Licensee's Risk Assessment and Method Statement. - Arrange for the Licensee to collect a fob from the Duty Manager at the Herbert, to enable out of hours access. 	<ul style="list-style-type: none"> - Responsible for producing a Risk Assessment and Method Statement for sign off by the Licensor. - Responsible for liaising with the Duty Manager to lock the Exhibition Space door when no one is present. - Provide invigilation while the exhibition is open to the public (unless Opening Authorisation form is completed) and give names/contact details/dates to the Licensor. - Responsible for maintaining the exhibition. - Responsible for the Exhibition Space during any emergency evacuation and for ensuring that all employees/ persons working with or for you receive the appropriate emergency evacuation training from the Duty Manager.
Exhibition Interpretation		<ul style="list-style-type: none"> - Produce interpretation material in accordance with Exhibition Text Guidelines.
Press and Marketing	<ul style="list-style-type: none"> - Provide marketing content through Herbert Art Gallery & Museum website, social media and newsletter. 	<ul style="list-style-type: none"> - Share press and marketing ideas with Licensor. - Design and produce exhibition poster based on Poster Template. - Follow the Branding and Marketing Guidelines and share marketing materials with Licensor before publication. - Organise local press campaigns in consultation with Licensor.
Events		<ul style="list-style-type: none"> - <i>(If desired)</i> Organise and deliver exhibition opening event or other events during normal opening hours.

Evaluation		- Share exhibition visitor numbers and audience feedback with the Licensor.
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Signatures

I confirm that I have read, understood and agree to the above roles and responsibilities.

Signed

(Licensor):

Date:

Please print name below

Signed

(Licensee):

Date:

Please print name below