

# King's Theatre, Edinburgh

## Archivist Brief

### 1. King's Theatre, Edinburgh

The Grade A listed King's Theatre opened in 1906 and stands on a prominent site in Edinburgh's Tollcross area. It is one of Scotland's oldest and most loved theatres. Some 200,000 audience members a year flock to the King's for a mix of high culture and popular entertainment. The King's is home to Scotland's biggest Panto production, the annual Gang Show and each year plays a pivotal role in hosting the Edinburgh International Festival.

This ambitious, £25 million redevelopment project will result in the repair, enhancement and expansion of one of Scotland's oldest working theatres. Through this project we will transform and optimise the King's theatre for the next 50 years. We will modernise the venue creating a transformed theatregoing experience whilst preserving and showcasing the heritage.

Capital works will include modernisation of front and back of house areas, making them suitable for 21<sup>st</sup> century audience and performer needs. Back stage will see current areas of risk addressed. Works will transform accessibility challenges throughout the building making it equitable for all users. All redevelopment activities, through a conservation plan and management and maintenance plan, will ensure heritage is preserved and restored. Generously supported by the National Lottery Heritage Fund, we are now looking to procure an Archive Consultant for the Development Phase of the project to further our ambitions for the project.

### 2. Background

As part of the redevelopment project, Capital Theatres aims to collate and present the architectural, social and cultural heritage of the theatre. A wide-ranging programme of activities, events and projects is planned to enable people to discover, explore and engage with the King's heritage in myriad ways.

Capital Theatres has undertaken an archive audit (Appendix I) to establish which public collections hold King's Theatre archive materials and has had initial discussions with each regarding the lending, digital copying and copyright of materials.

### 3. The Project

Stories connect us all across time and place. Uncovering the diverse stories of the King's will help frame and re-frame the heritage of this unique venue, forming the centrepiece of the project's title 'The King's Theatre – Telling the Story'.

Capital Theatres seeks to appoint an archivist to support and advise in the management, sourcing and storing of archives relating to the King's Theatre during the Development phase of the project (2019-2020).

As part of the King's redevelopment project we intend to;

- Create a visitor experience throughout the King's Theatre showcasing the built, social and cultural heritage (see below). This will include a physical display of archives.

- Create a digital collection of archive materials relating to the King's Theatre
- Create a People's Archive through undertaking a public call for memories, stories and memorabilia pertaining to the King's Theatre, which would then become part of the heritage experience and digital collection.

#### 4. Consultant Requirements

In order to deliver the above, we seek to appoint a consultant archivist who can produce a plan on how we can achieve a digital archive collection as well as provide archival skills to support our heritage interpretation and heritage engagement activities. Key responsibilities will include:

- Develop archive policies and procedures for Capital Theatres, including an acceptance management policy and storage policy
- Create a digital archive collection plan including what it will collect, how it will be collected, technology/software, its long-term future, and access to it, all within practical parameters of budget and human resources available
- Plan and advise on a public call for items and an oral history project, including how items will be collected and stored
- Train and support a team of volunteers to undertake digital copies of archive materials and catalogue the 'People's Archive'
- Undertake further research into public collections which hold relevant archive materials, to supplement that undertaken in 2018, and liaise with public collections for the loan of and digital copying of archive materials. Lead on loan agreements and any copyright issues which may apply
- Liaise with public collections to invite them to store items which are held by Capital Theatres but not on physical display in the theatre
- Liaise with the interpretative designer and design team to create the appropriate environmental conditions for archive items on loan
- Work collaboratively with our Learning and Participation team to support the development and delivery of our Activity Plan, including:
  - Provide expert input in the development of new artistic works focusing on the King's heritage, guiding artists & creative teams to relevant archive material and supporting them in further research
  - Collaborate with Capital Theatres staff, specialists and focus groups to develop content for a new menu of tours and adult learning activities & resources
  - Undertake training with staff at Capital Theatres, sharing enthusiasm for and knowledge of the King's archive
  - Undertake training with key members of Capital Theatres volunteers, sharing skills for their ongoing maintenance and management of the King's archive
  - Incorporate relevant outputs from the Activity Plan into the King's archive
- We seek to appoint an individual or organisation which can work flexibly as and when the needs of the project require, over the duration of the development phase.

## 5. Development Phase project timeline

Procure consultant archivist	Nov	2019	Jan	2020
Create Capital Theatres archive policy & procedures including acceptance management policy and storage policy	Jan	2020	March	2020
Appropriately catalogue and store the small number of archive materials held by Capital Theatres	Feb	2020	March	2020
Liaise with local partner organisations (National Library of Scotland, Edinburgh Museums) to devise/select most appropriate format for digital collection	Jan	2020	April	2020
Create a digital archive collection plan	Feb	2020	Nov	2020
Liaise with interpretive design consultants to select items for heritage experience	Feb	2020	Oct	2020
Liaise with design team to create the appropriate environmental conditions for archive items on loan	Feb	2020	Oct	2020
Liaise with public collections for loaning of items and conditions, including copyright, assess whether practical	Feb	2020	Oct	2020
Volunteer training (archives, digital collection & the People's Archive)	March	2020	June	2020
Small scale public call for items and oral histories from King' Customers to test plans and procedures, contribute to the People's archive and inform the interpretation plan	April	2020	June	2020
Pilot a volunteer project to collate, catalogue & digitise material sent in response to our initial call for items, stories & memories	April	2020	Nov	2020
Provide guidance to artists & creative teams to relevant archive material to deliver the activity plan	April	2020	Nov	2020
Undertake training with staff at Capital Theatres, sharing enthusiasm for and knowledge of the King's archive	Aug	2020	Nov	2020

## 6. Skills and Experience

We seek a professional archivist who has a relevant a professional qualification supplemented by appropriate experience. Ideally, the individual will have experience of working with community archives, digital archives and knowledge/experience of National Lottery Heritage Fund funding.

## 7. King's Theatre Heritage Experience

The redevelopment of the King's Theatre will completely transform the venue, optimising its potential as a visitor attraction and venue for learning and participation. Public spaces will be revolutionised to engage visitors during the day, as well as pre-and post-performances. A new dedicated learning studio will provide capacity to host events, seminars, rehearsals and workshops as part of our learning & participation programme.

To interpret the heritage and encourage public participation there will: a visitor experience with interpretation of heritage throughout the venue, guided tours, digital collection and a family-friendly café. Each will use design interpretation to highlight the significance of the building, specific

architectural features and the social and cultural heritage. **See Appendix I for the Archive Audit and report.** The Activity Plan will be made available to shortlisted candidates.

The project will offer guided tours of the building which will be variable and dependent on the theatre's day to day programme. Tours will be delivered during the day and at weekends by trained volunteer guides. Specialist tours will be offered on a monthly basis, which will provide a more in-depth view into the backstage workings of the theatre. Self-led guide/maps will be created, one for adults and young people, one for children with additional activities on for times out with the tours being run.

Partnerships with other heritage bodies will create a collection of archive materials relating to the King's theatre, pantomime, and theatrical performance, and cross fertilise audiences amongst heritage venues and groups across Edinburgh and the surrounding area.

Capital Theatre's own collection of archive materials and artefacts provides a fascinating opportunity to link the story of the King's with the bigger picture of entertainment in Edinburgh and beyond. Collections and stories will be drawn from-

### ***People***

The many and diverse 'people of the King's' provide wonderful source material; from the original founders, architects, designers and builders, to over a century of philanthropy, performers (professional and amateur), production creatives, stage crew, staff managers, and the audiences themselves. In addition, celebrity is a huge draw and the King's can boast some of the biggest stars of stage and screen.

### ***Panto***

The King's opened in 1906 with a pantomime performance and there has been a pantomime every year since. It is now the most popular in Scotland. Pantomime is perhaps the most popular form of theatre in Scotland, and is special in that it attracts a socially-diverse and multi-generational audience. Every year, 90,000 turn out to see colourful characters telling familiar stories with gallus local humour, magnificent costumes and a plentiful supply of song and dance.

### ***Past and Place***

The 112 years of making history on stage, a story of continuous creative operation alongside the beautiful architecture of the building, (which many visitors currently look and walk straight past) to focus on the stage. The story of Tollcross (including its transport and industrial heritage), the local economy and community including the former brewery, Goldberg's department store, transport stories (trams, canals).

## **8. Methodology**

We require the following information to be submitted with your bid.

- CV, including relevant previous experience of staff allocated to this project
- Details of how the tenderer intends to manage the project, including a project plan and timeline
- Overall costs (including daily rates and VAT as applicable)
- Contact details (phone and email) for two references

All tender submissions will be evaluated to identify the consultant who will deliver best value - balancing quality and price, with a significant emphasis on the quality (Quality 70%: Price 30%).

## **9. Theatre Management & Operation**

The King's Theatre is currently owned by the City of Edinburgh Council. The building is leased to Capital Theatres on a 25-year lease. It is a receiving house which with a year-round programme of visiting productions.

## **10. Project Team Co-ordination**

The appointed archivist will need to liaise with the Interpretive Design team on the physical display of archive materials. They will liaise with the consultant Theatre Heritage Expert and will also work closely with the Learning and Participation team on the management of volunteers and archive materials required for the activity plan.

The appointed consultants will be required to report to the Head of Learning and Participation. They will have no line management responsibility as the line management of volunteers will sit with the Volunteer Coordinator.

## **11. Outputs**

The main outputs will be;

1. Archive policies and procedures including acceptance and storage policies
2. A project plan to create a digital collection for the King's Theatre which supports the development of our Activity plan, people's Archive and heritage interpretation plans
3. Initiate the creation of the digital archive, train volunteers and Capital Theatres staff to support this area of work, giving them the skills to further add to the digital archive in the Delivery phase
4. Items identified, loan conditions and copyright secured for physical display in the heritage experience (working with the interpretation designer)
5. Public call for items, memories and memorabilia for the People's Archive. Work with and train volunteers to collate items, transcribe oral histories, create copies and catalogue according to the archive policies.

## **12. Fee Proposal**

A budget of £9,000 has been allowed for during the Development Phase of the project (January – November 2020), excluding VAT, for consultant fees. This fee will need to be fully drawn down during this period. We anticipate needing an additional allocation of days from the procured consultant during the delivery phase of the project starting May 2021, this will be dependant on the plans developed during the development phase of the project and a successful stage 2 application to National Lottery Heritage Fund.

The development phase fee proposal should also include any additional sub-consultancy fees deemed necessary by the consultants. It should be fully inclusive of all expenses.

There is additional budget to procure archival items, digital copies, archival storage and to create a digital archive accessible to the public.

It should be noted that all information, reports etc. produced by consultant will become and remain the copyright of the Client.

### **13. Timescales**

Issue Brief	-	25 November 2019
Tenders returned	-	19 December 2019
Interviews	-	7 or 8 January 2020
Kick off meeting	-	w/c 20 January 2020

### **13. Reporting**

The consultant will report to Head of Learning and Participation

### **14. Tender returns**

Tender submissions should be returned to: Director of Operations, Festival Theatre, 13/29 Nicolson Street, Edinburgh, EH8 9FT

Please email tender submissions to: [hr@capitaltheatres.com](mailto:hr@capitaltheatres.com) with the subject header 'King's Theatre Archivist tender'

**The tender return date is Thursday 19 December at 12 noon.**

**Appendix I - Archive Audit and report**

# Appendix I - Archive Audit

## 1. Summary

Capital Theatres undertook an archive audit in 2017, identifying the repositories which hold archive items relating to the King's Theatre. The output of this audit is held in a spreadsheet detailing the location of the item, reference, title, description, dates, conditions, owner and contact details.

In 2018 Capital Theatres wanted to further explore how it could loan or digitise archive materials. This is a short report on the availability of items for the King's Theatre Digital Collection project and copyright considerations (Appendix I). Eighteen different organisations were contacted regarding the copy, loan or final storage of materials in their respective archives. These organisations ranged from privately maintained archives to national archives and collection. The amount of material held by the organisations varied from single items to multiple items across several media. Most organisations were positive in their replies. A summary and full breakdown of their replies follows.

## 2. Organisations contacted

The following organisations were contacted

1. The Arthur Lloyd Music Hall and Theatre History Website
2. Bohemians Lyric Opera Society
3. Edinburgh City Museums
4. Edinburgh Libraries Museums and Galleries, Capital Collections
5. Gilbert and Sullivan Society
6. Historic Environment Scotland
7. National Archives, Kew
8. National Library of Scotland
9. National Records of Scotland
10. North Lanarkshire Archive Services
11. Rambert Dance Archive
12. Royal Northern College of Music
13. Scottish Music Hall & Variety Theatre Society
14. Southern Light Opera Company
15. University of Edinburgh, Lothian Health Service Archive
16. University of Glasgow, National Theatre Archive
17. University of Glasgow, Special Collections
18. Victoria and Albert Museum

## 3. Inquiries

The organisations were asked:

Digital copies:

- could the King's acquire digital copies of items for their digital collection?
- who would make these copies, volunteers from the King's or the organisations own staff?
- what charges/fees would apply?
- any other relevant details such as copyright and acknowledgement

#### Loan of items:

- would the organisation loan items for public display in the King's Theatre?
- what conditions would they require?
- what charges/fees would apply?
- any other relevant details such as copyright and acknowledgement.

#### Storage of material:

As the King's intends to do a public call out for items in 2019 but is a theatre and not an archive, large national organisations were asked if they would consider holding any physical items collected as part of that call out.

### **4. Replies summary**

Of the eighteen organisations contacted, all but one responded. In general, most of the organisations, i.e. fifteen, were willing to allow most of the items in their collections to be copied with the usual copyright applying and with their organisation fully acknowledged. Most of the larger institutions would undertake the copying themselves and would charge a fee. Some of the smaller institutions would undertake the copying themselves and would charge a fee. A few of the smaller institutions would allow King's volunteers to undertake the copying.

Eleven of the organisations were willing to consider loaning items to the King's Theatre. However, this depended on the item in question, the length of time of the loan, the organisation of the movement of the item, the ability of the King's to provide the correct environment for the display of the item and what insurance and security would be in place. The usual copyright and organisation acknowledgement would apply. The fees for such a loan would also vary depending on the item in question.

Several of the larger institutions have strict conditions which must be adhered to and have sent over their loan/copy guidelines (\*).

Of the eight organisations contacted regarding final storage of items collected during the public call out, three would not accept any item, two definitely could accept items and two could possibly accept items depending on the items itself. Any items collected during the public call out would require careful handling (see note at point 6. Key issues).

### **5. Replies detail**

<b>Copying</b>	<b>Allow Copying?</b>	<b>Who would copy</b>	<b>Charges</b>	<b>Other</b>
The Arthur Lloyd Music Hall and Theatre History Website	No			

Bohemians Lyric Opera Society	Probably, depending on the item	Unknown at present	Unknown at present	Items are currently being digitised
Edinburgh City Museums	yes	Possibly volunteers	probably nil	
Edinburgh Libraries and Museums, Capital Collections	Yes	Mixture of library staff and King's volunteers.	£5.00-26.00 per item depending on usage	Edinburgh Libraries have offered Capital Collections for hosting the King's Digital Collection.
Gilbert and Sullivan Society				No definitive reply received as yet as they are currently changing the member of staff in charge of their collection
Historic Environment Scotland	Probably, depending on item	Probably HES staff	Various depends on item	
National Archives, Kew	Probably, depending on item	Institution would copy	Various depends on item	Normal copyright applies, acknowledgement: National Archives, Kew
National Library of Scotland	Probably, depending on item	Institution would copy	Various depends on item	Normal copyright applies, acknowledgement: The National Library of Scotland
National Records of Scotland				No reply received as yet
North Lanarkshire Archive Services	Probably, depending on item	King's Volunteers could copy	Various depends on item	Normal copyright applies, acknowledgement:
Rambert Dance Archive	Probably, depending on item	Institution would copy	Various depends on item	normal copyright applies, acknowledgement:
Royal Northern College of Music	Yes	King's Volunteers could copy	None as long as we pay for post and package	normal copyright applies, acknowledgement:

Scottish Music Hall & Variety Theatre Society	Yes	King's Volunteers could copy	none	normal copyright applies, acknowledgement: Scottish Music Hall & Variety Theatre Society
Southern Light Opera Company	Probably, depending on item	Still to be decided	Various depends on item	
University of Edinburgh, Lothian Health Service Archive	Yes	Institution would copy	Around £10.00 per image, depending on the item and its use. No charge for re-use (e.g. on a website, in a book)	Normal copyright applies, acknowledgement:
University of Glasgow, National Theatre Archive	Yes	Institution would copy Guidelines received.*	Depends on item and use	Normal copyright applies, acknowledgement:
University of Glasgow, Special Collections	Yes	Institution would copy Guidelines received.*	Depends on item and use	Normal copyright applies, acknowledgement:
Victoria and Albert Museum	Probably, depending on item	Institution would copy	Depends on item and use	

<b>Loans</b>	<b>Allow Loaning?</b>	<b>conditions</b>	<b>charges</b>	<b>other</b>
The Arthur Lloyd Music Hall and Theatre History Website	No			
Bohemians Lyric Opera Society	Probably not			

Edinburgh City Museums	Yes depending on item	Standard display, insurance, security and environmental conditions must be met. Guidelines received	Transportation costs	Normal copyright applies, acknowledgement: Edinburgh City Museums Notice required - Six months
Edinburgh Libraries and Museums, Capital Collections	No			
Gilbert and Sullivan Society				No definitive reply received as yet as they are currently changing the member of staff in charge of their collection
Historic Environment Scotland	No			
National Archives, Kew	No			
National Library of Scotland	Yes depending on item	Standard display, insurance, security and environmental conditions must be met. Guidelines received.	Transportation and insurance costs	Normal copyright applies, acknowledgement: The National Library of Scotland Notice required - Six months
National Records of Scotland				No reply received as yet
North Lanarkshire Archive Services	Yes depending on item	Standard display, insurance, security and environmental conditions must be met.		Normal copyright applies, acknowledgement: North Lanarkshire Archive Services
Rambert Dance Archive	Yes depending on item	Standard display, insurance, security and environmental conditions must be met.	Depends on item	Normal copyright applies, acknowledgement: Rambert Dance Archive

Royal Northern College of Music	yes	Conditions: clean, locked and secured cases with reasonable Precautions against light damage.	None as long as we paid post ad package	Normal copyright applies, acknowledgement: Royal Northern College of Music
Scottish Music Hall & Variety Theatre Society	Yes depending on item	Standard display, insurance, security and environmental conditions must be met.	Probably nil but depends of item and length of time of loan	Normal copyright applies, acknowledgement: Scottish Music Hall & Variety Theatre Society
Southern Light Opera Company	Yes depending on item			Normal copyright applies, acknowledgement: Southern Light Opera Company
University of Edinburgh, Lothian Health Service Archive	Yes depending on item	Standard display, insurance, security and environmental conditions must be met.	Depends on item	Normal copyright applies, acknowledgement: Scottish Music Hall & Variety Theatre Society
University of Glasgow, National Theatre Archive	Yes depending on item	Standard display, insurance, security and environmental conditions must be met. Guidelines received.*	Depends on item	Normal copyright applies, acknowledgement: Scottish Music Hall & Variety Theatre Society
University of Glasgow, Special Collections	Yes depending on item	Standard display, insurance, security and environmental conditions must be met. Guidelines received.	Depends on item	Normal copyright applies, acknowledgement: Scottish Music Hall & Variety Theatre Society
Victoria and Albert Museum	Yes depending on item	Standard display, insurance, security and environmental conditions must be met. Guidelines received.	Depends on item	Normal copyright applies, acknowledgement: Victoria and Albert Museum Notice required - Nine months

Storage	Accept	Conditions
Edinburgh City Museums	Probably not	Depending on item
Edinburgh Libraries and Museums, Capital Collections	Possibly depending on the item	Depending on item
Historic Environment Scotland	No	
National Archives, Kew	Probably not	
National Library of Scotland	Possibly depending on the item	Depending on item
National Records of Scotland		
University of Glasgow, National Theatre Archive	Yes	Depending on item
University of Glasgow, Special Collections	Yes	Depending on item

## 6. Key issues

Most of the replies received from the various organizations have been positive. However, there are some key issues which should be noted. The conditions for borrowing some items could be quite onerous for the King's given that the building is a theatre and not a museum. To display items in a meaningful way which gives visitors a positive experience will require organisation and will entail some expense as well as requiring the physical space for a display. In addition there are insurance conditions which need to be met. A digital display can, in some instances, offer an enhanced visitor experience and negate the pressures of displaying actual items. However, it should be noted that a good digital display can also entail considerable expense.

Edinburgh Libraries has offered Capital Collections for hosting the King's digital collection. It is a flexible tool, and can host, images, film and audio and support collections and exhibitions The King's volunteers could have access to create the content and there would be no cost.

The final storage of any items collected during the public call out might prove problematic. A possible solution might be to have dedicated 'call out days' when members of the public could come to the King's with their items which would then be scanned and or photographed by the volunteers to create a digital copy. The original item would then be returned to the owner. The digital image copyright could, where appropriate, be assigned to the King's as per normal digital archive practice. Large and or fragile items could be held in storage by an organisations such as the University of Glasgow.

**Note:** There can be issues around collecting items from the public: items where other family members do not wish the item donated, items with dubious provenance, items containing or entirely made from human body parts; items of high value. An acquisitions policy must be put in place before any call out occurs.