

Initiation to tender: Producer for We are Big Local exhibition

We are Big Local: marking over a decade of community-led change through the Big Local programme

[Local Trust](#) is seeking a Producer (individual or organisation) to deliver an immersive exhibition about the Big Local programme [at our finale event](#) on 27 March 2026.

Deadline for applications: 9am, Thursday 29 May 2025

About Local Trust and Big Local

Local Trust was established in 2012 to deliver the Big Local funding programme. Between 2010-12 the Big Lottery Fund identified 150 areas that had historically 'missed out' on lottery and other funding. Each of those areas was allocated £1.1million of Big Local funding, which could be spent in any way, provided residents organised themselves locally to plan and manage that funding, involving the wider community in the decision-making process. Big Local is driven by volunteer residents who [lead change](#) in their community, and the workers who coordinate the delivery of their plans.

The activities and initiatives that each Big Local area has chosen to take forward in their plans reflect the diversity of communities involved. Initiatives have included building affordable homes; tackling antisocial behaviour; creating or preserving community facilities, creating parks and sports centres; launching new training and employment schemes; tackling local health and environmental issues; addressing community cohesion; and providing more activities for young people. Community engagement activities and events are at the heart of most Big Local areas activity.

The timeframe for Big Local has extended over 15 years, with the idea that long- term, unrestricted funding would allow communities to take their time, experiment and build confidence and skills through the process. This timeframe also means that Big Local areas have led change in their community through turbulent times, supporting their community through the pandemic, cost of living crisis, multiple prime ministers and riots.

Alongside the funding, Local Trust have delivered capacity building support, that has aimed to enable Big Local partnerships to lead change in their community. Each Big Local has had access to a locally trusted organisation, Advisors, Local Trust area staff, specialist support partners and a programme of learning and networking events.

By 31 March 2026 all 150 Big Local areas must have spent their funding (in accordance with their plans), and delivered any activities funded with their Big Local funding. 86 of the 150 areas have already spent their funding and moved on from the programme. After moving on from the programme, volunteers have dispersed into new organisations that have been set

up because of Big Local, or to continue volunteering for a new initiative in their community, while some are taking a well-deserved rest

About the event

[Our finale event](#), We are Big Local, is being held on the 27 March 2026.

We expect to host 300 – 400 volunteers and 50-100 staff and partners at the event, which is being held at the [East side Rooms in Birmingham](#). We have exclusive use of the venue from 9am on the 27 March, until midnight. The event will run from 4pm for people to experience the exhibition, followed by a drink's reception, sit-down meal and entertainment/ interactive elements dotted throughout the event. The exhibition, along with entertainment/ interactive elements, can be spread across the totally accessible venue, and will form part of the decoration that will turn a corporate venue into a place celebrating community-led change. We will be hiring an event production team, to install the décor and lighting before the event begins at 4pm.

We want the event to

- To celebrate and thank Big Local volunteers for making Big Local
- To reflect on over a decade of community-led change through the Big Local programme
- To balance the needs of volunteers who might be sad about the end, with those who want to have fun and look to the future
- To be inclusive and accessible and feel welcoming and safe for all attendees.

We are Big Local: project brief

We are seeking a Producer (individual, organisation, collective) to create and deliver an immersive exhibition reflecting on over a decade of the Big Local programme.

If you have any questions, access requirements or would like to discuss the tender, please contact Georgie Burr Georgie.burr@localtrust.org.uk and Lucy Thurley lucy.thurley@localtrust.org.uk

Deadline for submissions is **9am on Thursday 29 May 2025**

Please submit your application by emailing Georgie and Lucy

Interviews will be held via Zoom/in person at our London office, ideally on the 2 June 2025.

Our aims for the immersive exhibition

- To deliver a coherent narrative that celebrates resident led change and reflects on over a decade of the Big Local programme.

- To present an exciting and engaging mixed media exhibition that is conceptually and aesthetically shaped by and with Big Local volunteers from the 150 Big Local areas.
- There are a minimum of 20 submissions from Big Local areas. These might be submitting a photo, writing a poem, sewing a tapestry or delivering a performance.
- Elements of the exhibition are interactive allowing attendees to contribute on the day.
- The exhibition and the process of creating it uphold principles relating to diversity, inclusion and belonging and environmental sustainability.

The role and key responsibilities

The We are Big Local exhibition Producer will be led internally by a Local Trust staff member and will work alongside our internal event project team. We will be hiring an event production team, who will be responsible for décor and delivering materials to install/support the exhibition. The focus of the We are Big Local exhibition Producer will be to:

Engage with Big Local areas

- Work with Local Trust area staff to engage a diverse group of Big Local volunteers / artists into the project.
- Work with Big Local volunteers and workers to build the narrative for the exhibition.
- Support and mentor Big Local areas to commission / deliver a creative piece for the exhibition, responding to the narrative within the C £10k budget. This might include pieces that are immersive, experiential, static or participatory – we are open to supporting how Big Local areas want to share.

Develop a narrative for the exhibition

- Develop a cohesive narrative for the exhibition informed by Big Local volunteers and the history of the programme
- Advise on marketing / exhibition handouts and other materials to communicate exhibition narrative

Curate and deliver the immersive exhibition

- Curate artworks across the full range of media to support audiences to explore exhibition themes and narrative.
- Curate an experience that upholds principles relating to diversity, inclusion and belonging and environmental sustainability
- Select images and film from the Local Trust archive as needed, to be displayed in the exhibition
- Work alongside the Local Trust events team, and event producers to ensure the venue décor works alongside the exhibition narrative.
- Create written content for artwork interpretation panels in collaboration with participating artists, to include overview of piece and introduction to the artist.
- Work alongside the Local Trust events team, and event producers to ensure we have all the materials/props needed to install/ display the art works

- Work alongside Local Trust events team, to ensure safe return of artworks where applicable

Diversity and Inclusion

Local Trust takes diversity and inclusion seriously, and we want to partner with suppliers who share our commitment and integrate principles when delivering. We will ask you questions related to D&I as part of our invitation to tender processes, as practices that build in reflections on EDI are an expectation we ask all support providers to fulfil. If you would like to understand more about these expectations, please contact Georgie.burr@localtrust.org.uk and lucy.thurley@localtrust.org.uk

Timeline

We have anticipated the project processing through some phases, with each defining the next

Milestone	Timeline
ITT issued	Friday 9 May 2025
ITT responses	9am 29 May 2025
Interviews held	Ideally 2 June but we can flex
Appointment	11 June 2025
Phase one - Project kick off: Immersion in the programme / Confirm engagement methodology and approach / Milestone setting	Early July to mid-August 2025
Phase two: engagement with volunteers and creative process	Mid-August to December 2025
Phase three: Manage delivery of creative outputs for the event	January to March 2026
Event Delivery	Friday 27 March 2026
Phase four: Wrap up	Completed by Friday 10 April 2026

As part of this timeline the producer would need to be involved in the following

- Site visit in Birmingham along with Local Trust staff to understand the space available
- Site visit in Birmingham with Local Trust staff to explain the vision and how it would work in the space
- Liaise with Local Trust staff and event producers at either online meetings or face to face to ensure the staging works with the narrative
- Progress catch ups with Local Trust staff

Fee and payment

We have budgeted £20,000 for the contractor to deliver the project over the 8.5-month timeframe.

Expenses relating to travelling to the venue/ Big Local areas including any accommodation needs, can be refunded in addition to the fee, we will provide a maximum budget for this activity.

Accessibility

Local Trust is committed to ensuring that submission processes are accessible to everyone. If you have a disability or a chronic health condition, we can offer adjustments to the response format e.g. submitting your response in an alternate format. For support during the tender process, contact Georgie.burr@localtrust.org.uk and lucy.thurley@localtrust.org.uk

If, within the proposed work of this brief, you require specific adjustments which incur additional cost then outline them clearly within your commercial response. Local Trust is committed to evaluating all proposals fairly and will ensure any proposed adjustment costs sit outside the commercial evaluation.

How to apply

Please send your CV and Portfolio to Georgie Burr Georgie.burr@localtrust.org.uk and Lucy Thurley lucy.thurley@localtrust.org.uk **by 9am on Thursday 29 May 2025.**

Please include

- Evidence and examples of previous immersive exhibition production, co-produced with diverse communities. Please include video or photographic evidence of previous exhibition outcomes.
- Examples of your experience of co-production work with community groups and artists, to deliver a creative response for an event/ exhibition. Again, please include visual evidence.
- Your day rate

If you are invited to interview, they will be held via Zoom ideally on 2 June 2025.

At the interview stage, we will be asking applicants to prepare and present an outline of your artistic response to the brief, including

- Brief thoughts on your initial vision for the exhibition and how this will be put together in the venue.
- Brief thoughts on how Big Local volunteers will be involved in the exhibition.

- An outline schedule/workplan identifying number of days to be worked, the approach you will take to each phase and highlighting key milestone
- How you would imagine using the c £10k budget for artwork development.
- A suggested payment schedule and outline your likely expectation of day/activity. The proposed costs should not exceed £20,000 (including VAT if applicable).

Please note, we will be offering a small fee to support applicants to prepare outputs for the interview stage.