

ARTS TASMANIA & ARTS@WORK 2013 RESOURCES HANDBOOK DESIGN BRIEF

Project: 2013 Arts Tasmania and arts@work Resources Handbook
Client: Arts Tasmania
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Submissions close 5pm, Friday 11 November 2011

BACKGROUND

Each year Arts Tasmania produces a handbook which outlines all of the resources, programs and funding opportunities available through Arts Tasmania and arts@work.

The aim of the 2013 handbook is to advise our clients of the resources available to individual artists and arts organisations. It will also provide general information about Arts Tasmania, arts@work, the Tasmanian Arts Advisory Board, grant assessment panels, the funding and assessment process, and key dates.

The handbook will be distributed both electronically and in print format, to Arts Tasmania's large client base of artists and arts organisations.

The 2013 handbook should be easy to navigate and display a quick reference calendar of closing dates and an application checklist. The selected designer will be provided with images to support the information.

Please note that the cover of the handbook will need to be designed in accordance with the Tasmanian Government's Style Guide. The wave swish, logo and department name are mandatory items for the cover. The interior of the handbook does not need to comply as rigidly with the style guide and the designer will be allowed some creative freedom, while being mindful of the needs of people with a vision impairment

Arts Tasmania will expect the designer to provide the design for the handbook as an accessible PDF (with document readers in mind) for placement on our website and provide design elements as jpegs for placement in word documents.

Information about the Tasmanian Government's Style Guide can be found here:

<http://www.communications.tas.gov.au/>

COMMISSION FEE

- \$3,000 fixed fee (plus GST if applicable) for the design, management and implementation of an A5 format handbook of up to 52pp (both print and electronic).
- The commission fee is exclusive of printing costs, however the designer will be required to obtain three printing quotes, liaise with the selected printer and monitor the printing of the handbook through to its delivery at Arts Tasmania. As an indication, a print run of 1200 to 1500 units will be required.
- The costs of any sub-contractors the designer commissions to assist with the implementation the 2013 Grants and Loans Handbook must be covered by the designer out of the commission fee.
- Copyright of the 2013 Grants and Loans Handbook artwork resides with the designer, who grants to arts@work/Arts Tasmania the right to use the handbook in any medium, worldwide, in perpetuity to promote and publicise Arts Tasmania and arts@work programs.

SUBMISSION

To make a submission please forward the following:

- current design CV
- portfolio of relevant projects (this can be submitted by email, on disc or in hard copy)

Note: Submissions are only open to Tasmanian residents and emerging designers are encouraged to apply.

Email electronic submissions to:

apply@arts.tas.gov.au

or deliver physical submissions to:

Arts Tasmania
146 Elizabeth St
Hobart Tas 7000

Submissions close 5pm, Friday 11 November 2011

The successful designer will be notified by Monday 21 November 2011

TIME FRAME

Below is an indicative timeline in which the handbook is to be produced:

Thursday 08 December 2011	Text and images to designer
Thursday 15 December 2011	Three basic design concepts to Arts Tasmania
Monday 19 December 2011	Concept selected by Arts Tasmania
Monday 9 January 2012	First proof of handbook to Arts Tasmania
Friday 13 January 2012	First proof amendments to designer
Wednesday 18 January 2012	Second proof of handbook to Arts Tasmania + 3 printing quotes and stock samples
Monday 23 January 2012	Second proof amendments to designer + designer advised of preferred printer and stock
Wednesday 25 January 2012	Third proof sent communications for app
Wednesday 1 February 2012	Final amendments to designer
Friday 3 February 2012	Final proof to Arts Tasmania
Monday 6 February 2012	Arts Tasmania sign-off
Tuesday 7 February 2012	Handbook to printers
Thursday 9 February 2012	Assessable PDF of handbook to Arts Tasmania
Tuesday 17 February	Handbook delivered to Arts Tasmania

FURTHER INFORMATION

For a copy of previous handbooks, or any further information contact:

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Program Officer, Arts Tasmania

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