



Project Brief	PCT100 Timeline Artist
Project Dates	April – September 2026
Amount	£2,288 excl VAT but inc of all travel and expenses We can provide up to £250 for materials
Contract	6.5 days at £352 per day
Closing Date	5pm on Wednesday 25 th March 2026
Responsible To	Head of Collections

Background

The Powell-Cotton Trust is delivering a 12-month project supported by Arts Council England National Lottery Project Grants to deliver series of interconnecting activities that marks the 100th anniversary of the Powell-Cotton Trust.

The 'PCT100 Past & Present' project will deliver:

- a visual timeline showcasing our unique collections, with community ideas threaded throughout
- creative responses inspired by objects from our world-class collections through our PCT100 Creators Programme
- a Museum on Tour series in locations across Thanet that will enthuse people with stories about our collections
- a digital record for the future of our 100th year capturing people's responses to the wider story of the Museum, its history and the communities connected to it.

As part of this project, we are looking to commission an artist to deliver the '**visual timeline**' element of the project to be painted on glass windows in the entrance corridor to the Museum.

Objectives

The Timeline Artist will work closely with the Head of Collections and project team to identify key themes and stories that pullout dates and moments from the history of the Powell-Cotton

The Powell-Cotton Trust

Museum and its founder, Percy Powell-Cotton and family. This will be plotted using illustrations/drawings/scenes showing the Museum's history, alongside national and global events that will help contextualise the world in which the Museum developed.

This will be painted along our glazed entrance corridor to the Museum, which will provide an essential insight and introduction to who and what the Museum is, and help lay the foundations for the gallery interpretation visitors will next engage with.

It is anticipated that some degree of community engagement and visitor feedback will be built into the project to help the project team identify what the most important and significant historical national and global period of time are pertinent to include in the timeline.

Specific Tasks and Milestones

- April 2026 – Project Inception meeting to agree activity and timetable
- April-July 2026 – Research, drafting of illustrative ideas and interpretation of key timeline stories, testing themes with visitors and stakeholders
- July-Aug 2026 – Final visitor feedback on key stories to be included in the Glass Corridor timeline
- Sept 2026 – Painting of timeline in situ on the Glass Corridor

Monitoring and Evaluation

Progress will be tracked through:

- Regular check-ins with the project lead (as required).
- Feedback from project team and participants.
- Final assessment of performance against planned objectives.

Responsibilities

Timeline Artist Responsibilities:

- Manage and deliver activities to agreed quality standards and deadlines.
- Liaise regularly with the project lead and relevant staff.
- Provide final output to meet requirements.
- Ensure confidentiality and data protection compliance.
- Ensure compliance with all Powell-Cotton Museum, Quex House and Gardens policies especially in relation to ethical practices and equity, diversity and inclusion.

Project Leader Responsibilities:

- Provide timeline dates, stories, themes, for discussion and decision.
- Manage the project budget and contractual arrangements.
- Coordinate internal logistics for meetings and painting dates.

- Support communication between the consultant and internal teams.

Method of Work

The Timeline Artist will work flexibly, attending the Museum when required for research, meetings, consultants and final painting activities, working remotely on preparation as needed. A detailed methodology and timetable will be agreed upon at the project outset.

Confidentiality and Copyright

- The consultant is required to maintain confidentiality of all privileged information obtained during this project.
- The Powell-Cotton Trust and Arts Council England will retain copyright and all other intellectual property rights to project deliverables.

Timescale and Payment

It is suggested that payment will be made in two instalments: one upon appointment in April, and one upon completion in September 2026. Exact payment schedule to be confirmed in the contract.

Quote and Project Proposal

We invite proposals from artists and practitioners with demonstrable experience in a similar creative practice. This work may be best suited to someone who is confident painting on glass, or a graphic artist printing onto decal.

Please share examples of relevant work.

Please submit proposals electronically to katy.roberts@powell-cottonmuseum.org by 5pm, Wednesday 25th March 2026.



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