

## **REQUEST FOR TENDER:**

### **PROJECT MANAGER**



<b>Organisation</b>	Wigtown Festival Company
<b>Contacts</b>	Isla Rosser-Owen CEO, Wigtown Festival Company <a href="mailto:isla@wigtownbookfestival.com">isla@wigtownbookfestival.com</a>
<b>Date of Issue</b>	March 2026
<b>Introduction</b>	<p>Wigtown Festival Company is the organisation behind Wigtown Book Festival and a number of year-round development activities across Dumfries &amp; Galloway. The annual 10-day Wigtown Book Festival is Scotland's largest rural book festival and one of the UK's best-loved literary events, with more than 200 events and activities for all ages, including music, theatre, food and visual arts.</p> <p>The multi-award-winning festival welcomes writers from far and wide. It also celebrates the rich history and landscape of Galloway. In 2007, Wigtown Book Festival became a charity. It is run by a small professional team assisted by more than 100 volunteers.</p>
<b>Outline</b>	<p>As part of a project funded by the Best of British Fund, Wigtown Festival Company is looking to improve the information that we provide to our visitors, to offer fresh incentives to attend the festival and to stay for longer in the region. This project is about improving the visitor experience, but it is also about signposting visitors to local businesses.</p> <p>One of the ways we would like to do this is to create a series of trails, itineraries, and day trips from Wigtown. These will offer up easily accessible recommendations to visitors for additional things to do and places to see while they're visiting, including signposting to hospitality providers and tourism sites along the way.</p> <p>The itineraries should be creative and quirky, reflecting Wigtown Book Festival's unique selling point! We're not looking to reinvent the already extensive offer developed by Scotland Starts Here - these need to have a point of difference and can include both digital and physical elements, as far as the budget will allow.</p> <p>Working with a designer, these itineraries will be made available on our website alongside designed downloadable route maps. Physical copies will also be made available. All elements of this initial development project will be launched in time for Wigtown Book Festival 2026 (25th September to 4th October).</p>
<b>The Project Manager Role</b>	<p>The Project Manager will work alongside the Wigtown Festival Company team to research, develop, design, print, and promote a series of itineraries (a minimum of five) for this project in time for the Wigtown Book Festival in the autumn.</p> <p>As a self-motivated and adaptable professional you will:</p> <ul style="list-style-type: none"><li>● Be willing and able to liaise with the Wigtown Festival Company team on a regular basis to research and develop the content of these itineraries.</li><li>● Coordinate with relevant stakeholders across the region to ensure a collaborative and joined-up approach.</li></ul>



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	<ul style="list-style-type: none"> <li>● Have a track record of research, preferably within an arts sector context, and creative project management.</li> <li>● Ideally have a track record of working with a freelance designer.</li> <li>● Ideally have existing knowledge of Dumfries &amp; Galloway.</li> <li>● Be able to work efficiently and deliver the project in a timely manner.</li> <li>● Be set up to work remotely and conduct research trips as required.</li> </ul>
<b>Objectives:</b>	<p>The objectives are:</p> <ul style="list-style-type: none"> <li>● To create a minimum of five suggested creative itineraries for visitors to our region, including a mix of themes and formats and to accommodate a range of interests and access needs.</li> <li>● To celebrate more loudly and more confidently the untapped potential that our region has to offer in cultural, environmental, and heritage assets.</li> <li>● To improve how we package information for visitors to our festival.</li> <li>● To increase footfall for businesses in the region by signposting our visitors to them in fresh and creative ways.</li> </ul>
<b>Budget</b>	£6,000, based on working an average of two days a week from mid-April to mid-August.
<b>Timescale</b>	The finalised itineraries and designed route maps should be ready to upload to our website in readiness for our programme launch towards the end of July 2026. Printed versions of the maps should be circulated by the middle of August 2026.
<b>Tender Submissions</b>	<p>Tenders are invited and should be submitted electronically by 10 April 2026 to:</p> <p>Isla Rosser-Owen CEO, Wigtown Festival Company isla@wigtownbookfestival.com</p> <p>The proposal should include a covering letter (2 pages) outlining your itinerary ideas and how you would approach the research and development of the project, along with a CV.</p>
<b>Award criteria and tender evaluation</b>	<p>This contract will be awarded on the basis of the following criteria:</p> <ul style="list-style-type: none"> <li>● Qualifications and experience;</li> <li>● Understanding of needs;</li> <li>● Cost and value for money for the work proposed.</li> </ul> <p>The contract will be awarded after evaluation of tenders received. Shortlisted applicants may also be invited to attend an interview. Wigtown Festival Company reserves the right to appoint before the deadline.</p>