



Ministero dei beni e delle attività culturali e del turismo

GALLERIE DEGLI UFFIZI

SUBJECT MATTER: PRELIMINARY INQUIRY IN ORDER TO SELECT LIVE ARTISTIC PRODUCTIONS TO BE REALISED AT THE UFFIZI GALLERIES

The Director of the Uffizi Galleries, in collaboration with the Concessionario dei Servizi Aggiuntivi (Additional Services Provider) "Firenze Musei", intends to carry out a selection of artistic and cultural productions aimed at enhancing the heritage and collections kept at the Gallery of the Statues and Paintings of the Uffizi (hereafter referred to as "Uffizi"), which will form a schedule of summer events entitled "Uffizi_live" for the period June-September 2018. This document initiates a public procurement procedure in order to identify suitable subjects for implementing happenings, live performances and performances in line with the guidelines specified below.

REGULATIONS OF THE SUMMER FESTIVAL "UFFIZI_LIVE 2018"

Art.1

Subject matter, purpose and duration of the Uffizi_live 2018 Festival

The projects proposed must be conceived as a form of actual "dialogue" with the works of art kept in the Uffizi or in any case related to the historical-artistic context of the Gallery. Proposals which do not take into account the effective enhancement of the heritage or which develop an artistic performance theme where the Uffizi's rooms and works are merely a frame or a backdrop will not be taken into consideration.



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The Festival, called Uffizi_live, will take place **between 05/06 and 25/09/2018** unless otherwise provided for, i.e. during the prolonged summer openings of the museum (every Tuesday evening from 7.00 to 10.00 pm) according to a schedule agreed with the selected artists.

Art.2

Participating subjects

Theatre companies, ensembles, individual or groups of artists (provided they are regularly registered with the ENPALS-national social security institute for workers in the entertainment business), cultural associations, public and private non-profit organisations, mutual cooperatives, associations for social promotion, voluntary work and social enterprises operating in the cultural, recreational and leisure sectors may submit live and general entertainment projects. In the case of proposals employing a minor/underage artist, his/her Legal Representative must report this as from the project draft according to the Application Form attached to this notice.

Art.3

Types of events allowed

The selection is open only to projects which enhance the Uffizi collections or their historical-artistic-literary contexts through proposals, including of an experimental nature or based on genre contamination, in any case pertinent to the field of performing arts (theatre in all its forms with the exclusion of word-only theatre, particularly where in a single language: music, dance, mime, theatre-dance, performance, juggling, illusionism, choreography, happenings, etc.) without any limitation to the chosen theme and the expressive language (classic, contemporary, sacred, profane, of cultured or popular tradition, dramatic or comic, avant-garde, interdisciplinary, etc.) provided the quality is appropriate to the location, to decorum, to public decency.

Art. 4

Technical-logistical aspects, scenarios and exhibition format

Each proposal must take into account the fact that the stage coincides with the museum's: each artist or group will perform inside the rooms and spaces regularly open to the free passage of visitors to the museum, and therefore will not be allowed to install scenery,

platforms, scenery flats, backdrops or any kind of stage machine. In addition, performances must not hinder the regular public use of the Gallery, thereby avoiding gatherings, obstructing passages and corridors, overcrowding small rooms, closing or opening spaces which cannot in any way be destined exclusively for the spectators of the performance. It should be noted that it will not be possible to set up even a temporary area with seats or chairs for any performance: spectators/visitors will stand for the performances or, where there is the possibility without prejudice to the safety and usability of the works of art, be seated on the floor.

In this regard, we recommend conceiving shows which are agile and in particular whose length of time allows the free flow of visitors to the Gallery without creating obstacles. Purely by way of example, based on the model of the festival's last edition, we suggest choosing a configurable format among the following options:

- a) repeating for at least 3 times, during the evening between 7 pm and 10 pm, the same 15 min. performance, with an interval of 20 min. between one exhibition and another to allow the outflow of visitors;
- b) repeating a single show in a loop lasting maximum 5 minutes with appropriate rest breaks for the artists involved;
- c) a single continual and travelling performance lasting at least 1 hour along the Gallery spaces, previously identified together with the organisational staff of the Uffizi;
- d) repeating the same continual and travelling performance, lasting max 40 minutes, twice, along the Gallery spaces, previously identified together with the organisational staff of the Uffizi;
- e) a series of "stops" of the show lasting max 10 minutes each, scheduled at fixed times in different Gallery locations - agreed with the Staff - interspersed by at least a 5-minute break time.

As regards the choice of the spaces, the Management will evaluate with interest any suggestion relating to the rooms and corridors on both the first and second floors of the Uffizi, which however must comply with the Museum security plan. It is advisable to avoid choosing rooms or areas with a limited size or ones that do not allow an easy flow of visitors entering or leaving.

Art. 5

The security plan

The person responsible for each selected project must inspect and sign the "Information note on risks in the workplaces of the Uffizi Galleries" prepared pursuant to art. 26, c.1 letter b of L. Decree 81/08. In this regard, the law requires that the legal representative of each performance must carry out, well beforehand, a preliminary inspection of the spaces identified and agreed upon with the Security Officer of the Uffizi Galleries, and that he/she should convene a coordination meeting with the organisational staff and security managers of the Gallery during the days immediately preceding the performance, signing the related minutes and attached security plan.

Art. 6

Selection of projects and evaluation criteria

The selection of the projects admitted to the festival is at the sole discretion of the Director of the Uffizi Galleries, who will seek the advice of experts and professionals in the various show disciplines involved. Projects that take into account the following parameters will be privileged:

- thematic adherence to the historical-artistic and humanistic context of the Uffizi collections
- originality of the proposal within the perspective of a necessary enhancement of the collections, spaces and history of the Uffizi and of Florence
- minimum degree of invasion of the museum spaces and an extemporary nature
- limited use of technical equipment
- use of an expressive language which is as universal and supranational as possible, addressed to an audience which is as international as possible, with the recommendation therefore to avoid pure-word theatre and the use of a single language
- degree of innovation and originality of the show format or of the chosen repertoire compared with the more traditional forms of concert or theatrical performances
- enhancement of unusual spaces (or less celebrated works of art) of the Galleria.

Art. 7

Letter of appointment and remuneration

The selected projects are required to sign a letter of appointment that will be prepared by the Concessionario dei Servizi Aggiuntivi “Firenze Musei”, the sole proprietor and entity responsible for the administrative and accounting part of the Festival, in charge of managing the SIAE (Italian Authors and Publishers' Society) formalities, of requesting accessibility and regularity for ENPALS payments as well as the payment, its timing and accounting due to the artists for their exhibition.

The fee paid to each selected project is to be understood net of the charges required by law (SIAE, feasibility, INPS - Italian National Social Security Institute, VAT and any other amount), i.e. each project will receive **EUR 1,000** net (without further reductions) should it envisage the exhibition of a single artist; or **EUR 1,500** net (without further deductions) for a duo, groups, ensembles, companies regardless of the number of artists involved. No reimbursement of expenses can be charged and paid out beyond the aforesaid predetermined amount: food, accommodation, transport, equipment rental, fees for technicians and staff, etc. will be borne by the artists. However, it should be understood that all ENPALS contributions due will also be paid regularly to the technical, support personnel or staff involved in the projects.

Art. 8

Light and sound park

Introducing and setting up both own lighting systems and those hired from specialised companies into the Gallery is forbidden. Any exceptions to this prohibition can only be taken into consideration and approved by the Security Manager of the Uffizi Galleries. In the case of permanent performances and in large environments which so allow, the Uffizi will provide a minimum, neutral and standard allocation of fixed lights, identical for all the chosen projects without the possibility of making any changes or adding lighting effects. Flashlights or lights (in any case only battery-powered) managed by the individual artists may be used, provided they have been previously approved by the Security Manager of the Uffizi Galleries.

No sound or sound amplification system will be provided by the Uffizi Galleries. In this case, however, the use of own or hired equipment is allowed, provided it has a minimal volumetric and acoustic impact. To this end, each representative of the selected project must submit the technical sheet of the system (previously declaring the space identified for the performance as well) for approval by the Security Manager of the Uffizi Galleries, and this may be set up only with the express consent of said Manager.

Art. 9

Props and scene elements

The representative of each chosen project must communicate in advance the list of all the props, musical instruments, scene and stage elements or prostheses applied for creating costumes with a particular volumetric impact or similar. Each of these objects must be evaluated and approved by the Security Manager of the Uffizi Galleries.

In any case, it is forbidden to introduce and exhibit in the Gallery any object or product (pictorial, sculptural, textile, etc.) which at the discretion of the Management is considered an authentic "work of art", even if used as a prop, in order to censor any form of undue advertising or hidden promotion or of exhibition of works by contemporary artists who do not fall within the specific category of performing arts.

For logistical and organisational reasons, please note that it will not be possible to house pianos in the Gallery. Projects which plan their use will unfortunately not be taken into consideration.

Please also note that the Uffizi Galleries will only provide up to a maximum of 6 wooden stage chairs without armrests and a small support surface if necessary. All other accessory elements must be declared and transported by the persons responsible for the chosen project.

Art. 10

Rehearsal, set-up and show times

Artists must scrupulously follow the schedule communicated to them by the organisational staff of the Uffizi Galleries. Only one day will be allowed to rehearse, i.e. on a Monday before the exhibition, when the museum is closed, with a time to be arranged between 9.00 am and 4.00 pm (excluding unforeseen circumstances caused by the unavailability of the Gallery, which will be appropriately communicated in good time). It will not be possible to rehearse on days or times other than those mentioned above.

It will not be possible to pre-set the stage during the days before the performance. Any instrumentation used on the day of the rehearsal must be disassembled at its end and re-set up the following day. Any activity concerning the scene or technical or system installation can only take place on the same day of the exhibition, only after 6.00 pm and in any case with the museum regularly open to the public under the supervision of specifically appointed Uffizi Galleries staff.

Performances by the artists cannot take place before 7.00 pm and must mandatorily be completed by 9.00 pm. Artists, operators and technicians of the show which has just ended will have to leave the Gallery no later than 09.30 pm.

It will not normally be possible to re-perform a single exhibition for several days: every evening will be dedicated to a single project, always different. The Director of the Uffizi Galleries, at his sole discretion, will decide any encore performance of the same show for more than one evening (and in this case it is understood that each show, even if re-performed, will in any case receive the sum stipulated in Article 7 without discounts or adding any lump sums or restructuring any of the payments).

Art. 11

Events coordination, communication and organisation

For every aspect related to the communication, promotion and management of the selected events, both during the preliminary and the operational phases, the office responsible is the Communication Department of the Uffizi Galleries, which can be contacted at the following e-mail address: ga-uff.comunicazione@beniculturali.it. Selected and excluded projects will be announced by 25th May 2018 and communicated to the interested parties by the aforementioned Department.

Please note as of now that the selected artists will be required to fill in the release form with which they consent to the sine die distribution of their image on the social, web and press channels of the Uffizi Galleries for purely cultural and promotional purposes. The Department of Communication will manage and publish on its promotional channels - or those that it deems most appropriate - the promotional material related to the individual chosen projects.

The Person responsible for each selected artistic project is required to agree in advance with the Department the timing of the dissemination, promotion and advertising of the event on its

information channels in order to avoid conflicts in relation to the promotion and communication strategies adopted by the Department itself.

In this regard it is worth pointing out that the companies or groups or individual artists selected to perform are forbidden to have professional video and photo shoots made aimed at the exclusive promotion of their performance. The dissemination of images must serve only to promote the festival and the historical-artistic heritage of the Uffizi. For any other use, the law envisages a possible payment of a fee for the rights. We therefore advise always coordinating with the Communication Office before publishing or disseminating videos and images on own channels.

The Department is responsible for drafting, printing and distributing, both digitally and on paper, any theatre programmes, brochures or information boards to be located in the Gallery in accordance with the directives of the Technical Office of the Uffizi Galleries.

Art. 12

Event free tickets, reservations and ticketing arrangements

Please note that each exhibition does not envisage the possibility of specific bookings for spectators. Performances may be viewed exclusively by purchasing the ordinary entrance ticket of the Uffizi Galleries (for costs and free tickets, please consult the website www.uffizi.it). Each chosen project will receive up to an inviolable maximum of 10 complimentary free entry passes. The access procedures to the Gallery and the necessary control and security operations will be announced by the Communication Department of the Uffizi Galleries to the Persons responsible for the selected projects.

Art. 13

Submission of applications and deadline

To submit one or more proposals, the Person responsible for the project must complete and sign the Form attached to this notice. Each form must contain a single project. You can send multiple projects signed by the same applicant. Each form includes:

- a) a brief description of the show, max. 1500 characters (including spaces), accompanied by any credits of artists, authors, technicians, production secretaries, etc.
- b) a duly filled out technical file;
- c) curriculum vitae of the artistic experiences of the individual artists or companies or groups;

- d) max 6 stage photos of the performance (if already available) or in any case of the artists captured during a stage action (no book or posed photos). Should the project be chosen, the photos, which must be freed and authorised by the artists portrayed, will be used at the discretion of the Communication Office for promoting the event, both through the press and digitally, on the Uffizi Galleries media and on any programme;
- e) an approx. 5-minute video clip or a video (or audio) link of the performance (or extracts, show reel, websites, YouTube, etc.) of the proposing artist/company/ensemble. Should a video documentation of the submitted performance not be available, it is sufficient to send clips (or links) concerning previous exhibitions (including partial or as rehearsals or work in progress) attesting the quality level of the artistic performances of the applicants. In the case of groups constituted for the occasion by individual artists who normally do not perform together, each performer is invited to produce a short video extract from their own past performances or presentations or rehearsal segments. The quality of the video submitted will not be taken into account. Any video made with any digital device is sufficient, provided it allows assessing the quality of the performers;
- f) a valid identity document of the Person responsible for the project.

Particular care and attention is recommended when drafting the contents of the short description and the technical data sheet since the first selection of the applications received will be based on the originality and quality of the project, and on its adherence to the criteria defined by this procurement procedure.

Forms and attachments must be sent electronically to the e-mail address: **ga-uff.comunicazione@beniculturali.it** no later than **15th April 2018**. Applicants are invited to send the material concerning each project in a single email (in case of heavy attachments we recommend the use of a file sharing service such as WeTransfer and the like). Please do not split the material into different mails sent in sequence.

The Department of Communication is not responsible for any errors for the non-receipt of e-mails not received correctly within the time limits. Applications sent in paper form by ordinary post will not be taken into consideration.

Signing and submitting the application form implies full acknowledgment and acceptance of these regulations in all their parts, none excluded.

Art. 14 Sensitive data processing and RUP (Sole Person Responsible)

Pursuant to Legislative Decree no 196/2003, applicants give their consent to the processing of their personal data for exclusive administrative and accounting purposes aimed at completing the project selection procedure.

The RUP (Sole Person Responsible) of this procedure is the Director of the Uffizi Galleries, Dr Eike Schmidt.

Art. 15 Advertising and transparency

This call for proposals will be disseminated through publication on the website www.uffizi.it and the press, both digitally and on paper.

Florence, 12/02/2018

The Director of the Uffizi Galleries
Dr. Eike Schmidt