

Consultancy Brief: Metadata Enhancement Consultant

Project Title: Metadata Enhancement for Digital Collections

Organisation: Bradford District Museums and Galleries (BDMG)

Contract Type: Freelance Consultancy

Fee: £6,500 (fixed fee, inclusive of expenses)

Timeline: December 2025 – March 2026

Contract Managed By: Collections Manager

Supported By: Staff Lead for Digital Access Improvements

Purpose

Bradford District Museums and Galleries is seeking a freelance consultant to enhance metadata for selected collections to improve searchability, relevance, and public access. This work supports BDMG's wider digital strategy and contributes to sector-wide visibility, ensuring enhanced data is structured for future sharing with public-facing platforms and partners.

The consultancy offers an opportunity to pilot scalable workflows, build internal capacity, and lay the groundwork for future digitisation and documentation phases.

Scope of Work

1. Collaboration and Process Documentation

- Attend a short induction session to understand collections, systems, and expectations.
- Liaise with the Staff Lead for Digital Access to clarify terminology, object types, and legacy data.
- Review and flag records requiring curatorial input or further research.
- Document the enhancement process, challenges encountered, and recommendations for future phases.
- Identify metadata fields or formats that may need adaptation for public display (e.g. sensitive content, technical terms).

2. Metadata enhancement process review:

- Work with a curated selection of 500–650 records chosen for public engagement potential and digitisation readiness.
- Enhance metadata using BDMG's documentation template and in line with SPECTRUM standards. Feedback and make recommendations for suggestions to the template and process.
- Make recommendations and implement improvements to descriptive fields, keywords, and contextual information to support better search results and public understanding.
- Make recommendations and implement changes to metadata structure to support potential migration to a public-facing CMS (e.g. field mapping, controlled vocabularies, licensing clarity).

3. Data Preparation for Future Use

- Prepare enhanced records in a format suitable for future CMS migration, prioritising clarity, consistency, and public readability.
- Ensure metadata is structured to support potential sharing with external platforms, including attention to formatting, licensing, and field compatibility.
- Contribute to a short handover note outlining the approach taken, any reusable tools or templates developed, and recommendations for future digitisation work.

Deliverables

- Enhanced metadata for 500–650 records
- CMS-ready dataset structured for future public-facing platform
- Brief handover note summarising process, challenges, and recommendations
- Optional: suggestions for future metadata priorities or public engagement opportunities

Consultant Profile

We're keen to work with someone who has experience in collections documentation or digital cataloguing in a museum or heritage setting. Familiarity with SPECTRUM standards is essential, and experience working with MODES or similar CMS systems is helpful. You'll need to be detail-oriented, comfortable working independently, and able to communicate clearly with staff when needed.

We're especially interested in someone who understands how metadata shapes public access—someone who can help us build a foundation for future digital visibility, not just tidy up records behind the scenes.

Payment Terms

- 50% (£3,250) payable on contract commencement (December 2025)
- 50% (£3,250) payable on submission of final deliverables (March 2026)

The consultant will be solely responsible for their own tax, insurance, and equipment, and will not be considered an employee of BDMG.

Application Process

If you feel you are the ideal candidate, please send a CV and cover letter to Elizabeth.llabres@bradford.gov.uk

The deadline for applications is **30th November 2025**. If there are any adjustments that would support you in your application, please let us know.

Interviews will take place the week of 8th December. We are an inclusive employer and recruit on the basis of ability, we are keen to hear from any applicants who feel suitably experienced.

Any offer of contract will be subject to right to work checks and references.

All outputs will remain the intellectual property of BDMG and may be adapted for future use.

In the event of unforeseen delays or changes in availability, BDMG reserves the right to adapt the scope to ensure delivery.

Evaluation:

Consultants will be asked to provide:

1. Reflective Summary (1–2 pages)

- What worked well
- Challenges encountered
- Recommendations for future phases

2. Staff Feedback

- Participate in a short handover or reflective session with internal staff
- Capture informal feedback on process, tools, and outcomes

3. Legacy Contribution

- Identify any reusable templates, workflows, or guidance
- Suggest next steps or priorities for internal teams

4. Funder Reporting Support

- Provide short quotes or insights for inclusion in evaluation reports
- Flag any outcomes or metrics relevant to funder goals (e.g. improved access, sustainability, skills development)