

Request for Proposals
“Shell Shocked: Trauma in the First World War and the Long Road to Recovery”

The Canadian Centre for the Great War is a non-profit heritage organization located in Montreal. Our mission is to promote and make accessible the social history of the First World War in Canada using its extensive object collection, online outreach, and travelling exhibition programs.

The CCGW is now putting together our 6th travelling exhibition, due to start circulating across the country in 2023. The purpose of this Request for Proposals (RFP) is to select a freelance contractor (individual or entity) to provide graphic design services for this new travelling exhibition. The final product consists in ten display panels as well as a digital equivalent, and must be in keeping with the CCGW web aesthetic and the style of previous digital and travelling exhibitions.

The CCGW is looking for a freelance contractor with both front-end and back-end experience to provide the following services:

1. Conceptualize, design and produce ten exhibition panels for travelling and digital exhibition;
2. Work in concert with the curator and curatorial assistant to integrate the appropriate content and exhibition elements in the design;
3. Work efficiently and in a timely fashion to deliver the final product by October 4th, 2022;
4. Program the digital component of the exhibition using the CCGW website (Wordpress, Elementor) and cataloguing system (Collective Access).

Proposals must include, at a minimum, the following information:

1. **Experience/Qualifications of the applicant:** Resume and online portfolio;
2. **Work examples:** Provide a short description of past projects and example of previous work;
3. **References:** Provide 2-3 client references including project description and contact information;
4. **Proposed fee:** Provide an hourly rate or blended rate for delivering the services.

Please submit your proposal and all relevant documentation before July 1st, 2022 at info@greatwarcentre.com