Craft CMS Developer Brief

About us / architecturefringe.com

Architecture Fringe is a grassroots organisation based in Scotland that explores the designed environment in our social, political and cultural contexts, transforming architecture for the common good. We run a national biennial festival consisting of a 2-week programme of exhibitions, events and workshops, organised through an open-call contribution (with usually around 100 events submitted by members of the Architecture Fringe community) and through events commissioned by ourselves. We successfully achieved Creative Scotland Multi-Year Funding in 2025, which has allowed us to program in addition to these biennial festivals, for example our recent first iteration of a Summer School, which we seek to regularly program in future years.

Overview

We are looking to commission a Craft CMS website developer to support ongoing maintenance to our current CMS Craft 3.9 website, as well as update and refine certain features of the website. There are some performance issues that would need to be addressed, in particular with heavy traffic when we release the festival programme on the website. The website has a CMS, where users can create a login to create an entry / upload an event as part of our open call programme for each festival. With this in mind, we would be looking to keep this as user friendly as possible. We are also looking to develop a page showcasing our projects outside of our programmed festivals.

Scope of Works

- Regular Craft CMS core and plug-in updates
- Monitoring and resolving security vulnerabilities (e.g. recent PHP issues)
- Server, hosting, and CDN checks (where applicable)
- Performance optimisation (caching, image handling, page speed)
- Improve usability for both team and public contributors
- Fix bugs and issue resolutions
- Support during festival launch (higher traffic / quick updates required)
- Development work around a new section archiving/displaying previous projects (2 pages: a project overview grid/landing page and a project page template)

Budget

We currently have a total operational budget of £5000 (inclusive) for web development and maintenance, up to the end of this financial year (April 2027).

Working Relationships

We would see this work dividing into two categories;

1. Ongoing support, security updates, ad-hoc requests, in relation to a monthly retainer, or an agreed regular number of hours.
2. Specific identifiable 'projects' - website updates and additions that have a clear boundary to them and can be costed accordingly.

For design development of new public-facing elements of the website, we have an in-house design team so this work would involve working in collaboration with them, to work from and interpret static page designs in line with the existing UI/UX conventions in the site.

In terms of the rhythms of our work, we are a fractional part-time team and work (and web support) tends to be required in 'bursts' of activity, rather than evenly spread out. We can to some extent see these coming and pre-agree them, but there will also be a requirement for responsive support - we have particular known pressure points around opening up the CMS portal to event submissions from the broader Architecture Fringe community*, (January 2027), and around the releasing/publishing of the programme** (May 2027).

*Known issues around the former include;

- Managing multiple users
- Dealing with password request resets
- Automation of notification messages through email

**Known issues around the latter include;

- Bandwidth overload if lots of interest in the published programme

Responses

We would like to meet with potential Craft-experienced web developers who might be interested in discussing this project further. This would be a two way conversation so you could find out more about us and we could speak to you about your experience and answer any questions you might have. We would then ask for a short written proposal around how you might tackle this work, what your rates are etc. If you would be interested in discussing this work, please contact andy@architecturefringe.com.

Please note all notes of interest are due by Midnight on Monday 16th November 2026.