Crested Butte Mountain Heritage Museum Oral History Video Project

The CBMHM is accepting proposals to use content from the Museum’s archives (oral histories, photos, documents, etc.) to create short, high quality videos for the purposes of sharing with the community, visitors and online.

*The purpose of this RFP is to provide a scope of the project so interested candidates can create an accurate timeline and budget.*

1. Proposal guidelines and requirements
	1. This is an open and competitive process
	2. It is highly recommended the video editor interested in applying contact the Museum Director or Collections Manager before submitting a final proposal.
	3. Interested video editors should submit a proposal by 5pm, Friday, April 7th, 2017 including a resume, a statement regarding the role of history in the Gunnison Valley, a brief project summary, and one example of previous work made available either online or in a digitally sharable format.
	4. The Museum will pay the video editor $1,100 for completed work at the end of the project.
2. Contract terms
	1. The CBMHM will award the project by Friday, April 14th, 2017 and will sign an agreement, which outlines terms, scope, timing and budget.
3. Description of project
	1. Work with the CBMHM staff to create 5, short videos based on content (with a special emphasis on oral histories) in the Museum archives to be completed by Sunday, October 1, 2017.
	2. Video editors may shoot new footage, but are not required to.
	3. Completed videos will be presented at a community event held at the Museum with the opportunity for the video editor to discuss their work and the project overall.
	4. Completed videos will be used on social media platforms, a tablet exhibit within the Museum, the Museum website, and the Crested Butte Creative District website.
4. Objectives
	1. Primary objective: create short, high quality videos using content from the Museum’s archives to be shared over many platforms with the greater community.
5. Requirements from the video editor
	1. Create 5 high quality short videos of varying lengths about the history of the Gunnison Valley with content from the Museum’s archives and with a special emphasis on oral history.
	2. The video editor must have own equipment and software to complete the project.
	3. Provide the Museum with final videos in an easily used format that can be shared over multiple platforms.
	4. Videos must include the Museum logo as well as a thank you the Crested Butte Creative District accompanied with their logo.
	5. Develop a timeline for the project with final videos to be submitted to the Museum October 1st, 2017.
	6. Communicate with Museum staff throughout the process.
	7. Utilize Museum content.
	8. Appear and discuss the videos at a community event held mid-October.
6. Additional information
	1. The CBMHM has been chosen by the Crested Butte Creative District through the Community Grants Application to provide funding for this project.
7. Selection criteria
	1. All final written proposals should be submitted no later than 5pm, Friday, April 7, 2017
	2. It is highly recommended the video editor interested in applying contact the Museum Director or Collections Manager before submitting a final proposal.
	3. Two video editors will be selected to receive funds to complete the Oral History Video Project.
	4. Video editors will be contacted no later than Friday April 14, 2017 and notified of final selection.
8. Submissions should be emailed to Collections Manager Nel Burkett at curator@crestedbutte.cc no later than the submission deadline. Any questions can be emailed to the same address or call Nel Burkett or Shelley Popke at 970-349-1880.