**Creating video content for your museum programme**

**Expression of Interest**

Deadline Friday 11 December 2020

Submit to museum.development@bristol.gov.uk

This form uses check boxes, please click on the relevant box to populate your answer.

|  |  |
| --- | --- |
| Applicant museum name |  |
| Is your organisation? |  [ ]  A national museum  [ ]  A National Portfolio Organisation [ ]  A museum (Excluding national museum or National Portfolio Organisation) within ACE Accreditation Scheme [ ]  Are you **also** National Trust or English Heritage Site  [ ]  A non-Accredited site [ ]  A Sector support Organisation [ ]  Other |
| This programme has places for two participants per museum, please provide the names of the participants who will attend if your Expression of Interest is successful |
| Participant 1 Name |  |
| Participant 1 Role |  |
| Participant 1 Email |  |
| Participant 1 is: | [ ]  Paid [ ]  Voluntary [ ]  Freelance [ ] Trustee [ ]  Trainee [ ]  Student  |
| Have you made video content before? | [ ]  Yes [ ]  No |
| If yes please describe the content you have previously made |  |
| On a scale of 1 to 5 what would you consider your current level of experience in this topic? | [ ]  Novice - no experience[ ]  Advanced beginner - would like to learn more[ ]  Competent - need increased understanding[ ]  Proficient - would like a wider range of experience[ ]  Very experienced- would like to expand knowledge and refresh |
| Do you have any specific access requirements we should be aware of? South West Museum Development will follow up with individual participants if yes is selected. | [ ]  Yes [ ]  No |
| South West Museum Development intends to make a short video about participant’s experiences of the programme for advocacy purposes which will be made publically available online. Do you consent to be recorded for this purpose? | [ ]  Yes[ ]  No |
| Do you consent for your email to be shared with the trainer and other participants in the programme? | [ ]  Trainer only [ ]  Trainer and other particpants[ ]  I do not consent for my email to be shared |
|  |  |
| Will you be sending a second participant to the programme?  | [ ]  Yes[ ]  No[ ]  Don’t know yet  |
|  |  |
| Participant 2 Name |  |
| Participant 2 Role |  |
| Participant 2 Email |  |
| Participant 2 is: | [ ]  Paid [ ]  Voluntary [ ]  Freelance [ ] Trustee [ ]  Trainee [ ]  Student  |
| Have you made video content before? | [ ]  Yes [ ]  No |
| If yes please describe the content you have previously made |  |
| On a scale of 1 to 5 what would you consider your current level of experience in this topic? | [ ]  Novice - no experience[ ]  Advanced beginner - would like to learn more[ ]  Competent - need increased understanding[ ]  Proficient - would like a wider range of experience[ ]  Very experienced- would like to expand knowledge and refresh |
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|  |  |
| What device will participants be using to create video content for the museum on? | [ ]  Apple (Mac)[ ]  Android (PC) |
| Is this device: | [ ]  An organisational device[ ]  A personal device |
| What type of computer will participants use to edit the museum’s video content?  | [ ]  Mac[ ]  PC |
| Please specify the operating system of the computer e.g. Windows 10 or MacOS |  |
| Is this device:  | [ ]  An organisational device[ ]  A personal device  |
| Please note that if any young person (defined as 18-25 years) working or volunteering for the museum is a participant in this programme they must be supplied with an organisational device. South West Museum Development does not support the use of personal devices for young people working or volunteering in museums in line with good safeguarding practice.  |
| Does the museum have a digital engagement strategy? | [ ]  Yes[ ]  No |
| What platforms does the museum have/ use? | [ ]  Website[ ]  Facebook [ ]  Instagram[ ]  Twitter [ ]  e-newsletter  |
| How much time does the museum currently invest in digital audience engagement in FTE? E.g. 1 day per week is 0.2FTE, 5 days a week is 1FTE |  |
| What is the museum specifically looking to achieve from the programme? |  |
| Please describe how this training will benefit your museum?  |  |
|  |  |
| Programme Sponsor (e.g. member of governing body or senior management) |
| Name |  |
| Role |  |
| Email |  |
| On behalf of the museum I agree/ understand: [ ]  The museum agrees to send a minimum of one representative to all three sessions in the programme.[ ]  That the programme is fully funded for participants at £275 per museum place, however if the museum chooses to withdraw from the programme with less than two weeks’ notice the museum may be charged a late cancellation fee.[ ]  The museum agrees that as part of participation a video will be produced by the end of the programme.[ ]  The museum agrees that South West Museum Development will be provided with a copy of the video produced at the end of the programme which may be used in advocacy materials made publically available online.[ ]  The museum understands that subject to individuals’ consent, that the participants representing the museum in this programme will be recorded to document their experiences of the programme for advocacy purposes for South West Museum Development and that this recording will be made publically available online.[ ]  The museum agrees to participate in the evaluation of the programme, including long term evaluation one year after participation. |
| Signed |  |
| Date |  |