Videographer Requirements – HubFest 2018

Brief: To capture the atmosphere and true essence of the festival, production and artists. Due to the full programme of music across multiple stages/rooms, this will require more than one videographer as part of a visuals team. Applications are welcome from teams able to provide the whole service or from individuals who are able to provide some aspects of the given requirements. The team will have a clear programme and shoot list to follow. A pre-festival meeting will be arranged with all videographer(s) attending.

Date: Sunday 8th July 2018

Event: Hubfest is a one day, multi-stage music festival showcasing 150 performers aged 8-25. From solo acts up to a Jazz Big band with genres including pop/rock/ jazz/singer songwriter/ rap/ urban poetry/ DJs. There will also be live art/ poetry and dance in response to the music.

Venue: Yellow Arch Studios, 30-36 Burton Rd, Sheffield, S3 8BX.

Sheffield Music Hub will be taking over the whole of the Yellow Arch Studio ground floor including the Yellow room, White room, Backstage area, Cafe bar and Lobby bar. The two stages are in the in the Yellow room and White room with solo performances happening in the Café bar. The festival will start in the courtyard with a large scale samba-carnival opened by the Lord Mayor.

Access: The videographer(s) will have access to all areas\*

Festival Timing: 3-9pm

Festival Set up: 11.30 / 12 with sound checks between 1-2pm, doors open at 2:30pm.

Practical: A secure area (desk) will be provided for the videographer(s) to use for equipment management, charging etc.

Requirements:

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| Videography | Details |
| Produce high quality footage of the festival including shooting all the band/artist performing over the three performance areas and the audience that positively promotes the diversity of the festival | Essential:  This can be a mix of stationary and/or roaming footage of each set. Edited videos (with audio) to be provided as HD files for upload/playback on Youtube and the footage to be made available for each band.  Uniform approach on the intro slide with appropriate logos |

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| Roaming Footage Photo/ Video |  |
| Produce a voxpop evaluation/ footage and future promo video that celebrates HubFest resulting in a 3 min documentary of the day (could include pre-festival interviews in the lead up if appropriate. | Essential:  Documentary of the day including audience/ performer/ staff interviews/ clips of bands etc.  High resolution edited jpegs for stills, and  edited video to be provided as HD file for upload/playback on Youtube. |

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| Characteristics: |  |
| Professional manner with a clear understanding/ willingness to work within clear safeguarding procedures\* | |
| Experience or knowledge of working within a busy live music/event setting | |
| Enhanced DBS raised within the last three years or a willingness to obtain one through SMH – June 2018\* | |
| Appropriate backing-up/ file management/editing and storage and deletion of the images. Clear method of transfer for example using an appropriate method - FTP/dropbox /wetransfer/etc. | |

**Video work**, the videographer will deliver the edited materials in an appropriate format (MP4) suitable for HD (1080p) upload and playback (ie: for use on SMH website and Youtube channel, etc). As well as picture quality, sound quality will be important and a consistency in style/editing. A record of who/what is captured must also be provided for reference. Delivery by secure FTP, plus two DBD copies with playback menu.

Credit: Full credits for the videographer(s) will be given.

Timeline: Band Stage videos to be delivered within one month. The documentary with final edit by mutual agreement to be delivered within 8 weeks.

Funding:

This event is being funded by an Arts Council England Projects Grants and the requirements are linked to the grant and securing future funding. Applicants are asked to provide a detailed clear price estimate for this work in their application.

The successful videographer would be set up on the Sheffield City Council system for payment.

Sheffield Music Hub recognises that the videographer(s) own the copyright and their work should be credited appropriately. SMH or the videographer will not sell the images. The videographer may be able to use the images for a portfolio purposes provided that the appropriate parental model release permissions were agreed in advance.

In agreeing to this work, the videographer is granting SMH the use of these images to use on their website, Youtube, FlickR and to support future bid opportunities / partnership working whether that is on a local/ regional/ national or international platform. The images and video will also be made available to the performers/bands for their personal use on the understanding that they will not sell these images. Please note that SMH uses FlickR and therefore performers are able to download images from the website.

Next Steps

Please read the requirements and if you would like to submit an application and clear price for being the HubFest Videographer, please apply by a short (equiv. 1 page max) email outlining your approach, how you could meet these requirements, your contact number and examples of your work (electronic portfolio as a pdf book or link to portfolio/gallery of relevant work) highlighting the quality and type of experience by Friday 8th June at 9am to the following email – **musicservice@sheffield.gov.uk**

Time Frame

The videographer(s) will be chosen by a panel (Caroline Hallam and Travis Finch) in the following week.

For any further questions: please contact Caroline Hallam ([Caroline.Hallam@sheffield.gov.uk](mailto:Caroline.Hallam@sheffield.gov.uk) or 0782 5034939)

Caroline will be available for questions on the week Tues 5th – Thurs 7th June 2018.

