LTM Learning Team: Battle Bus
Opportunity to tender. Brief for freelance filmmaker
April 2016 – December 2018

Background to work
Battle Bus is a Heritage Lottery Fund (HLF), funded project delivered by London Transport Museum (LTM). In 2016 the project will be at the mid-point of a five-year programme of events and activities which began in 2014 with the restoration of an early twentieth-century B-type bus to operational condition.

 Introduced in 1910, the B-type bus was the first successful mass-produced motor bus. By 1913 there were 2500 B-type buses in service, each carrying 340,000 passengers along 600 miles of the busiest roads in and around London. At the outbreak of war in August 1914, buses were commandeered for the war effort. Over one third of London’s fleet were sent to the Front. Most went to France and Belgium, some even as far as Greece. The buses served various roles. Many were used for transporting troops to and from the front lines. They were fitted with protective boarding and painted khaki. Many drivers and mechanics were recruited for war service along with their vehicles. This resulted in shortages of both buses and staff on the home front. For the first time women were employed as conductoresses and mechanics to keep London moving.

LTM’s restored “Battle Bus” (B2737) is now the basis for a learning and participation programme linked to the centenary of the First World War. Over the next 3 years the programme will work with different groups of volunteers to investigate new perspectives of the bus and bring to life the stories of those affected by war and the role of transport within it.

LTM is looking to contract a freelance filmmaker to document these projects as they unfold, producing a high quality short film at the end of each year to showcase key moments, learning outcomes and events. The films will be used for marketing purposes, as well as evaluation tools to monitor and track the progress of the project each year. Footage may also be needed as content for exhibitions, which each group of volunteers will be working to create as part of their project.

Summary of work required
The appointed freelancer will be required to;

- Attend meetings with LTM staff and project participants to understand the key themes, outcomes and objectives of each project year on year.
- Commit up to 10 days of filming each year (2016-2018). These will cover a variety of activities, events and locations to enable us to capture the broad scope of each project and the range of diverse groups we will be working with.
- Produce three high quality short films (one each year), showcasing the key milestones, events and outcomes of each project.
- Produce content for exhibitions, to support the work of each of each group as agreed and when appropriate.
- Provide all content in an appropriate format, this may vary from project to project depending on the final outcome.
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## Timetable and Deliverables

<table>
<thead>
<tr>
<th>Date</th>
<th>Action/event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wk beg 2 May 2016</td>
<td>Initial meeting brief/contract signed by both parties</td>
<td></td>
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<tr>
<td></td>
<td>Planning meeting at LTM. Identify key themes and outcomes and agree dates for filming throughout 2016.</td>
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<tr>
<td></td>
<td><strong>Deliverable 1.</strong> Up to 3 x filming days.</td>
<td>We will be working with a group of 'Exhibition Volunteers' in and around Tottenham. Some sessions may take place at LTM, Covent Garden / Acton Depot.</td>
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<tr>
<td>Between May – July 2016</td>
<td><strong>Deliverable 2.</strong> Up to 2 x filming days.</td>
<td>These filming sessions will focus on following the work of the Battle Bus Apprentice – various locations.</td>
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<tr>
<td>July – August 2016</td>
<td><strong>Deliverable 3.</strong> Up to 3 x filming days</td>
<td>We will be working with a group of ‘Outreach Volunteers’ in and around Tottenham. Some sessions may take place at LTM, Covent Garden / Acton Depot.</td>
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<tr>
<td>September – October 2016</td>
<td><strong>Deliverable 4.</strong> Production of content for touring exhibition.</td>
<td>This deliverable will use footage from the filming days captured so far, to support the content of the volunteers’ exhibition. Specific requirements will be discussed and agreed in advance between filmmaker and LTM staff as appropriate.</td>
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<tr>
<td>October – November 2016</td>
<td><strong>Deliverable 5.</strong> Up to 2 x filming days</td>
<td>These days will focus on capturing the participants touring exhibition at various events and locations in Tottenham.</td>
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<tr>
<td></td>
<td><strong>Deliverable 6.</strong> Draft edit of 2016 film.</td>
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<tr>
<td>December 2016</td>
<td><strong>Deliverable 7.</strong> Final version of film completed and signed off by LTM staff.</td>
<td>Final film should be made available in a format as agreed between freelancer and LTM staff.</td>
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<tr>
<td>February 2017</td>
<td>Planning meeting at LTM. Identify key themes and outcomes and agree dates for filming throughout 2017</td>
<td></td>
</tr>
<tr>
<td>March – December 2017</td>
<td><strong>Deliverables 1-7 repeated from previous year.</strong></td>
<td>Dates, times, locations tbc.</td>
</tr>
<tr>
<td>February 2018</td>
<td>Planning meeting at LTM. Identify key themes and outcomes and agree dates for filming throughout 2018</td>
<td></td>
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<tr>
<td>March – December 2018</td>
<td><strong>Deliverables 1-7 repeated from previous year.</strong></td>
<td>Dates, times, locations tbc.</td>
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</tbody>
</table>
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**Management**
The appointed freelancer will report to the LTM Battle Bus Learning Officer, (to be appointed).

The secondary contact is LTM Family & Community Programme Manager, Vicki Pipe
vicki.pipe@ltmuseum.co.uk | Switchboard 020 7379 6344

**Copyright**
London Transport Museum has a reasonable expectation that any works it commissions through this brief (any artworks, posters, film, sound recordings, displays, photographs, text, or other artistic works) are copyright of the Museum. In return, LTM will offer no undue barrier to the works being used by the holder of this brief for non-commercial purposes and will grant a license confirming this.

NB The license is a separate document to this brief and will be agreed and signed by both parties.

**Fee**
£10,500 (an effective rate of £3,500 per year for each project).

**Payment**
The appointed freelancer will be required to register as a supplier through the TfL supplier registration portal.

Payments will be made on receipt of invoices after the completion (approved by the supervising manager) of each deliverable as described above.

**Person Spec**
- Demonstrable experience producing high quality, engaging films to document workshops or events in a museum or heritage environment.
- Demonstrable experience working with a range of learners, including those with learning difficulties.
- Demonstrable understanding of using appropriate methods to capture information, interview participants and engage members of the public to ensure films cover as broad a range of perspectives as possible.
- The freelancer should be registered as self-employed and responsible for their own tax status and National Insurance contributions.
- Sufficient information to enable LTM to confirm a clear Disclosure and Barring Service disclosure within the 18 months preceding 25 April 2016.

**To Apply**
Please send your applications of interest to vicki.pipe@ltmuseum.co.uk by 9am, 18 April 2016.

Your application should include a CV, links to examples of your work and a covering letter. In your covering letter please outline how you meet the person specification, what has attracted you to this brief as well as a proposal of how you would approach delivering this work.

Successful applicants will be contacted and invited to pitch their proposals to the Battle Bus team on Monday 2 May 2016.