

**Request for Qualifications
City of West Hollywood
Economic Development Division
Art Consulting Services
(As-Needed)**

The City of West Hollywood is seeking consultants to assist with the planning, coordination, implementation and promotion of art and culture programs and projects taking place in the City of West Hollywood.

From time to time, the City needs experienced and professional consulting support for its active arts and culture program. The City is currently gathering qualifications from interested arts and culture consultants to establish a pool of individuals who could provide such services to the City on an as-needed basis.

Examples of needed consulting services include:

- Production coordination
 - Logistics
 - Calendaring/scheduling
 - Contracting
 - Volunteer coordination
 - Event set up coordination
 - Event management
 - Artist relations
- Event/program documentation
- Event/program evaluation
- Program development
- Social media management
- Community and business outreach/sponsorship
- Organizational development/technical assistance for small budget arts organizations (board development, marketing, social media strategies, etc.)
- Public art collection coordination and evaluation

Should prospective consultants be contacted for services, the City would issue a contract for services with a defined scope of work. The consultant would also be required to have and maintain general liability and auto insurance during the contract period.

Please submit a letter of interest, qualifications, resume and hourly rate and/or fee schedule to Andrew Campbell at acampbell@weho.org. Consultant qualifications will be accepted on an ongoing basis.

For more information on the City's arts and culture programs, visit weho.org/arts.

