

REQUEST FOR QUALIFICATIONS

CITY OF WEST HOLLYWOOD
ARTS DIVISION

ARTS CONSULTING SERVICES (As Needed)



Date Released: October 11, 2017



PROJECT DESCRIPTION

From time to time, the City of West Hollywood requires experienced and professional consulting support for its active arts and culture program. The City is currently gathering qualifications from interested arts 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:

- o Event/Production coordination (curation, logistics, calendaring/scheduling, contracting, volunteer coordination, event set-up coordination, event management and execution, artist relations, event promotion)
- o Organizational development and/or technical assistance for small budget arts organizations and/or individual artists (board development, marketing, social media strategies, grant writing)
- o Public art coordination (project management, curation, collection management, and evaluation)
- o Public Relations (press releases, press events, social media management/strategies, and event promotion)
- o Researcher (data analysis, evaluation, report writing)

ELIGIBILITY

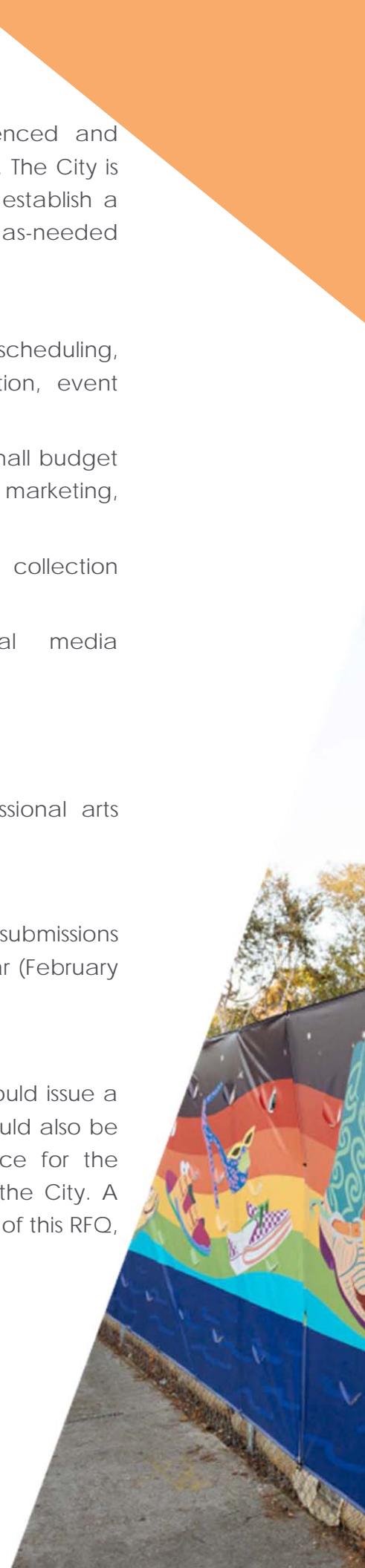
The Request for Qualifications is open to experienced and professional arts consultants who reside in the Los Angeles region.

SELECTION PROCESS

City of West Hollywood Arts Division Staff will convene to review submissions through this request for qualifications at a minimum of two times a year (February and August) and as needed when projects arise.

SCHEDULE + BUDGET

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 for the contract period to meet the minimum requirements established by the City. A copy of the standard agreement for services can be found at the end of this RFQ, Attachment A.



CITY OF WEST HOLLYWOOD

The City of West Hollywood, known as the “Creative City,” was incorporated in 1984. It is 1.9 square miles in area and is bounded by Beverly Hills to the west, Hollywood to the east, and Los Angeles to the north and south. West Hollywood is home to approximately 37,000 residents and over 3,500 businesses. Sixty percent (60%) of adults are college-educated, and 54% are employed in managerial and professional occupations. Approximately 40% of the City’s residents are gay or lesbian, 10% are Russian-speaking immigrants, and close to 20% are senior citizens.

The City of West Hollywood’s WeHo Arts Program delivers a broad array of arts experiences through the City’s Arts Division including: Art on the Outside (temporary public art), Summer Sounds, Winter Sounds, WeHo Reads, Free Theatre in the Parks, Arts Grants for Nonprofit Arts Organizations, Library Exhibits and Programming, One City One Pride LGBTQ Arts Festival, and Urban Art Program (permanent public art). www.weho.org/arts @wehoarts

TO APPLY

Applications must be submitted online:

<https://form.jotform.com/72766664972170>

The application will require the following information. Please read all of the information listed carefully. This is a request for qualifications and NOT a solicitation for proposals. Incomplete applications will be disqualified from consideration.

1. GENERAL CONTACT INFORMATION

Name, Address, Phone, Email

Website, Instagram, Twitter (if applicable)

Type of consulting service

2. HOURLY RATE and/or FEE SCHEDULE

3. CV/RESUME (four page maximum).

4. REFERENCES

Provide phone and email references for at least three (3) references who can speak to their experience working with you on projects completed within the past five (5) years.



QUESTIONS

For all questions related to this RFO contact Rebecca Ehemann, Public Art Coordinator, (323) 848-6846, rehemann@weho.org.

The City of West Hollywood reserves the right to cancel or postpone this RFO at any time.



weho.org/arts



[@wehoarts](https://www.instagram.com/wehoarts)

