

**City of West Hollywood
Arts Division**

**Request for Proposals
Artist in Residencies – Teaching Artist**

The City of West Hollywood Arts Division is seeking proposals from qualified teaching artists for a pilot interdisciplinary Artist in Residences program to serve residents of subsidized housing projects and other community members in West Hollywood. The program links both the City's commitment to creativity and its exemplary support of social services for its residents. The program will increase the capacity of local social service providers by expanding their services through artist-led programs.

All artistic disciplines are welcomed including, but not limited to, visual arts, media/new genre, performance, film/video, music/sound, choreography, and writing. As a pilot program, we are open to various approaches to engaging the participants – from group artmaking project experiences over a period of time to sequential hands-on training in artistic practices. The selected artist or artists will operate under a flat-rate contract for services with the City to include a materials budget. The residency is non-residential in that room and board will not be provided, however it is anticipated that the artist will develop a "residency relationship" with the organization and populations served.

The programs will likely take place at subsidized housing projects for older and/or disabled and/or low income adults. Applicants should have a strong interest in these populations and ideally previous experience working with them.

The purpose of this Request for Proposals (RFP) is to provide the City with a qualified individual who has the experience and capability to perform the tasks described in the Scope of Work. The successful candidate will have at least 3 years of professional experience and expertise. Prior work and project coordination with a municipality, public or nonprofit agency is preferred but not required.

A copy of the RFP can be downloaded from the City's website at: www.weho.org/rfp.

DEADLINE FOR SUBMISSIONS: May 30, 2019 BY 12:00 PM PST

Applicant must submit proposals online: JOTFORM <http://bit.ly/2019-AIR-RFP>

All submissions shall include the following:

- A. Cover Letter
- B. Artist in Residencies Proposal
- C. Qualifications
- D. Cost Proposal

AFFIDAVIT OF POSTING

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I declare under penalty of perjury that I am employed by the City of West Hollywood in the Office of the City Clerk and that I posted this agenda on:

Date: May 17, 2019

Signature: ANNE PAT BOULDER

For a full copy of the Request for Proposals, please visit the City's website at www.weho.org/rfp.

If you have any questions, please contact Joy Tribble by email at jtribble@weho.org.

The City reserves the right to reject any and all submissions and award the contract to the Contractor who best meets the requirements set forth in the specifications.