

REQUEST FOR QUALIFICATIONS

CITY OF WEST HOLLYWOOD
ARTS DIVISION

Arts Consultants (as needed)
2020



City of West Hollywood
California 1984

Date Released: February 25, 2020
Deadline to Apply: December 18, 2020

weho.org/arts

@wehoarts

*#PridePoets interactive art installation
One City One Pride Day of Art 2019
Photo Credit: Tony Coelho*

PROJECT DESCRIPTION

From time to time, the City of West Hollywood requires experienced and professional consulting support for its active arts and culture program. Annually, the City gathers qualifications from professional arts consultants to establish a pool of individuals to provide such services to the City on an as-needed basis.

Examples of needed consulting services include:

- Event and/or Festival Production Coordination (curation, logistics, calendaring/scheduling, contracting, volunteer coordination, event set-up coordination, event management and execution, artist relations, event promotion)
- Exhibitions Coordination for rotating exhibitions at West Hollywood (project management, curation services, editing and writing of didactic/exhibition labels, coordination with art installers and artists, production and staffing of opening reception)
- Organizational development and/or technical assistance for small budget arts organizations and/or individual artists (board development, marketing, social media strategies, grant writing)
- Public Art coordination (project management, curation, collection management, and evaluation)
- Public Relations (press releases, press events, pitching press, social media management/strategies, and event promotion)
- Researcher (data analysis, evaluation, report writing)
- Social Media Management (draft posts for @WeHoArts @WeHoReads social media channels on Facebook, Twitter and Instagram, schedule posts via Hootsuite or equivalent, social media management/strategies, create video and social media content, build out micro websites using Squarespace)

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 December) and as needed. When projects arise, the City will issue a request for proposals to qualified arts consultants who have applied to this RFQ. The City will select a consultant taking experience and cost into consideration. The City will issue a contract for services to the selected consultant with a defined scope of work. The selected consultant is required to 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 referenced here: https://www.dropbox.com/s/ck04d3s8gj52ma8/Basic_Contract_Sept2016%20%282%29.docx?dl=0

TO APPLY

Applications must be submitted online:

<https://form.jotform.com/200347347342955>

SCHEDULE

The following dates represent the schedule that will be followed. The City reserves the right, at its sole discretion, to adjust this schedule, as it

February 25, 2020

RFQ released

Review submissions through RFQ at a minimum of two times a year (February and December) and as needed when projects arise.

December 18, 2020 RFQ Closes

deems necessary.

DEADLINE

Complete applications must be submitted online by **December 18, 2020**

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 serves many diverse communities and cultural traditions. Its audiences include older immigrants from repressive political environments, children, families, singles and a large LGBTQ population.

The City 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 delivers a broad array of arts programs 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)

QUESTIONS

For all questions related to this RFP contact Mike Che, Arts Coordinator, mche@weho.org, 323-848-6377

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



The City of West Hollywood
Economic Development Department
Arts Division
weho.org/arts
@WeHoCity @WeHoArts