

**City of West Hollywood
Arts Division**

**Request for Qualifications (RFQ)
Arts Consultant**

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)

Instructions: The deadline for submitting Proposals is **December 18, 2020, 12 noon**

Proposals must be submitted online: <https://form.jotform.com/200347347342955>

Questions about this RFP must be directed in writing, via e-mail to: Mike Che, Arts Coordinator, mche@weho.org

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

Yvonne Quarker, City Clerk

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: February 27, 2020

Signature: Alyssa P. Peltola