

**Request for Qualifications
City of West Hollywood
Project Arts Consultant**

Pacific Standard Time is an unprecedented collaboration of more than sixty cultural institutions across Southern California, coming together to tell the story of the birth of the L.A. art scene. Initiated through grants from the Getty Foundation, Pacific Standard Time will take place for six months beginning October 2011.

The City of West Hollywood is seeking a consultant to assist with the promotion and coordination of programs and projects taking place in the City of West Hollywood as part of Pacific Standard Time.

This consulting position is not associated with the Getty, but will be working with the City of West Hollywood on various activities in association with Pacific Standard Time projects in the City.

Activities will include:

- Assist in community and business outreach
- Interface with the City's Business Improvement Districts, Chamber of Commerce and Marketing and Visitors Bureau
- Assist in developing adjunct/supporting programming
- Interface with arts organizations presenting Pacific Standard Time programming in the City
- Coordinate meetings and contracts
- Assist in any necessary permitting processes
- Provide onsite logistics planning and support

This is an ideal opportunity for someone newer to the arts consulting field. Hours are flexible, although many meetings will take place during regular business hours, while many events will take place during evening and weekend hours.

Consultant will be contracted for an amount not to exceed \$7,500, including expenses. Contract is based upon the following scale: \$30 an hour for approximately 10 hours a week for 25 weeks. Some weeks may require more hours, while others will be fewer hours. Consultant may be required to have and maintain general liability and auto insurance during the contract period.

Please send a letter of interest and resume to Eva Wieland at ewieland@weho.org. We anticipate awarding a consulting contract as soon as possible. Deadline to apply: Monday, August 29, 2011 at 12 noon.

Visit our website at www.weho.org or on Facebook: ARTbeat West Hollywood.