

RFP - Performing Arts & Entertainment Production & Technology Workshop Coordinator

The ESTA Foundation and the United States Institute for Theatre Technology (USITT) seeks proposals from qualified individuals or firms to develop, coordinate, market, and manage a series of high quality professional performing arts and entertainment production and technology training workshops and presentations. The workshops are expected to be held regionally in the United States. The goal of the workshops and presentations will be designed to educate and train individuals and groups on current practices, procedures, and evolving technology as applied to the live performing arts and entertainment industry.

Background

The ESTA Foundation and USITT have formed a partnership to offer training and presentations in diverse areas of live performing arts and entertainment technology. After conducting an extensive national survey of people working in the production community it was determined that there is a need for hands-on workshops and presentations (single and multi-day) in various regions of the United States. A Workshop Advisory Board comprised of individuals from both organizations is seeking the services of an individual or firm to work with the Advisory Board to create sustainable and self-supporting training programs. It is envisioned that the Advisory Board and the Advisory Board chair will work with the Workshop Coordinator to help provide programming content and networking to nationally recognized experts in the field. These can include, but are not limited to, stage lighting and audio technology, lighting and audio console operations and programming, software applications used in production, rigging and stage equipment, and other specialized professional career areas in the arts and entertainment industry.

Deliverables

1. Coordinate four to six workshops in the initial year of the contract in locations around the United States with the Workshop Advisory Board.
2. Coordinate and organize the promotion and marketing of workshops utilizing the communication resources of The ESTA Foundation and USITT and interface directly industry media.
3. Secure venues for workshops (with advice from the Advisory Board)
4. Secure hotel sites for workshop registrants
5. Arrange for catering and other on-site support needs for the workshops
6. Coordinate contracts and payment schedules for presenters
7. Coordinate workshop pre-registration as well as onsite registration and workshop materials.
8. Provide attendance reports, conduct workshop evaluations, and issue regular updates to the Advisory Board
9. Assist in developing a multi-year plan for the workshops in consultation with the Advisory Board

Submissions:

Proposals, which should be submitted as a PDF, are to be e-mailed to William Price, bprice@barbizon.com by no later than February 8th, 2008 . Other inquires should be directed into: bprice@barbizon.com

The Submission Shall Include

Letter of Transmittal: The letter of transmittal should include an introduction of the proposer's company: the name, address and telephone number of the person to be contacted along with others who are authorized to represent the company in dealing with this RFP; and an expression of the proposers ability and desire to meet the requirements of this RFP.

Executive Summary: An executive summary briefly describes the proposers approach to the proposal and clearly indicates any options or alternatives. It should also indicate any major requirements that cannot be met by the proposer.

Other: A description of special resources, skills or services the proposer possesses and which are not addressed as part of this RFP that would be available as part of an agreement with the successful proposer.

Cost Proposal/Fee Amount: The proposer is expected to submit an estimate of the cost of the contracted services for the period of one year beginning March 1, 2008 and ending February 28, 2009. The cost proposal should indicate expenses based on the number of workshops varying from four to six during the contractual period. The proposer is expected to assume their own expense for additional personnel and the tools and supplies necessary to perform the services expected in this contract.

Proposer Qualifications

Proposals shall include, at a minimum, the following information. Failure to include these items may be grounds for rejection of the proposal.

- A complete, but concise, background about the individual or company's history, its staff and levels of expertise.
- A breakdown of any work to be done in-house and what would be outsourced.
- Record of effective schedule and budget management for projects of similar size.
- Reference contact information from at least three individuals or firms

Propriety Information

Proposers are requested to mark any specific information contained in their proposal which is not to be disclosed to the public or used for purposes other than the evaluation of proposals.

The Organizations

The ESTA Foundation is a non-profit, tax-exempt organization established in early 2005 to create and support educational and charitable programs for the entertainment technology industry. The primary goals of the Foundation are to fill an industry-wide need for practically educated and trained entertainment technicians, develop public and governmental awareness of the entertainment technology career path, and to assist industry professionals in times of crises. The work of the Foundation is carried out by volunteers serving on an eleven member Board of Directors or on one of the Foundation Committees. A Foundation Administrator assists the volunteers in their work. For more information go to: <http://www.estafoundation.org> .

United States Institute for Theatre Technology, Inc. (USITT) is a 501(c)(3) non-profit corporation founded in 1960 under statutes in the state of New York, and is a 3600-plus membership organization. The mission of USITT is to actively promote the advancement of the knowledge and skills of those involved in the design, management, and technical areas of the performing arts and entertainment industry. USITT is governed through an executive structure composed of volunteer members who are elected to office on a rotating basis. It also maintains a national office where full time staff members conduct the day-to-day operations of the Institute and maintain official records. USITT also utilizes the services of independent contractors, as needed and appropriate. For more information go to: <http://www.usitt.org/>