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## **CALL FOR PROPOSALS** Arts & Culture Leadership Incubator Coordinator

Tualatin Valley Creates (TVC) is accepting proposals for an Arts & Culture Leadership Incubator Coordinator to assist with management of a one-year program beginning August 2020 and ending June 2021. The Coordinator will work closely with TVC's staff to fulfill the scope of duties as described below.

Please submit proposals as a single PDF to [director@tvcreates.org](mailto:director@tvcreates.org) by **August 7, 2020** for consideration. Your application should include a cover letter describing prior experience in a similar role and a detailed budget based on the scope of work and the available funding.

### **ABOUT THE LEADERSHIP INCUBATOR PROGRAM**

A 2018 study revealed that people in Washington County, Oregon have fewer opportunities to access arts and culture services and experiences than in other urban areas around the state. TVC created the Arts and Culture Leadership Incubator program to help support emerging and diverse arts and culture leaders who are interested in serving our local community.

Part leadership development, part business incubator, 5-10 applicants from traditionally underrepresented populations\* will be selected to participate in the second annual cohort of the Leadership Incubator. Participants will be individual artists and cultural advocates residing in Washington County who are interested in building creative projects with a social activism component. A team of Faculty members will lead weekend workshops from February-April 2021 as well as serve as mentors to the participants. The program will culminate in a Digital Showcase of the artists' projects based on their learnings and collaborations during the program. Information about last year's Leadership Incubator can be found at <https://tvcreates.org/incubator-about/>.

\*Traditionally under-served populations in Washington County include people under 40, people of color, LGBTQ+, people experiencing income disparity, and people with disabilities, among others

### **PREFERRED QUALIFICATIONS**

- Knowledge of Oregon's arts and culture sector
- Familiarity with managing or participation in social activism projects
- Understanding of Washington County's creative ecosystem
- Training in diversity, equity and inclusion best practices
- Passion for increasing access to arts and culture
- Experience in organizing and hosting virtual workshops
- Ability to commit to attending and supporting virtual workshop sessions from 10am-2:00pm on the following dates in 2021: February 6, February 20, March 6, March 20, April 3, April 10

### **SCOPE OF WORK**

1. Analyze feedback from the 2019-2020 program and collaborate with TVC staff to adjust the program to best serve participants in the 2021 cohort
2. Work closely with TVC's Communication and Program Manager to coordinate public program announcements
3. Assist in recruiting Incubator Participants, including managing incoming applications
4. Collaborate with TVC staff on faculty selection process

5. Coordinate all Faculty meetings and work sessions, including necessary workshop preparations
6. Pair participants with an appropriate faculty mentor (up to 2 participants per mentor)
7. Compile and distribute curriculum to participants in a timely manner
8. Facilitate consistent engagement among participants and faculty between workshop sessions
  - a. To include a minimum of 3 hours of 1-on-1 mentorship opportunities for each participant with assigned faculty members; and
  - b. A casual “Meet-n-Greet” for participants and faculty in January before workshop sessions start
9. Coordinate guest speakers and relevant “field trips” as needed
10. Prepare and facilitate end surveys for Faculty and Participants
11. Plan and prepare program showcase event in the first week of June 2021, which may be in-person as well as online
12. Provide a comprehensive evaluation report and a summary of survey results
13. Collect evaluations/feedback of the program. Coordinate a close-out call with all participants and faculty, and an internal TVC call following the Showcase

#### **KEY DATES**

- July 31: Participant application launches
- September 1: Faculty confirmed
- September 30: Participant application closes
- October 1-November 30: Faculty writes curriculum and participants are selected
- December 18: Participants confirmed and curriculum distributed
- Mid-January: “Meet-n-Greet” for participants and faculty
- Late-January: Cultural Sensitivity Training
- Workshop dates: February 6, February 20, March 6, March 20, April 3, April 10; 10:00am-2:00pm each date.
- June 1: Week-Long Digital Showcase and In-Person Showcase (health guidelines permitting)
- June 15: All feedback/evaluations submitted to TVC, close-out phone calls completed

**TERM OF SERVICE**      August 2020 – June 2021

#### **COMPENSATION**

Qualified proposals are not to exceed a \$15,000 budget for term of service.

Materials and facility fees will be paid by TVC directly or reimbursed as required.

Contractor is required to submit progressive invoices on a monthly basis throughout the term.

Contractor is required to communicate any anticipated budget fluctuations in advance for TVC’s consideration and approval.

#### **ABOUT TUALATIN VALLEY CREATES**

Tualatin Valley Creates is the leading arts service organization for Washington County, Oregon. TVC drives the development of inclusive, resilient, creative communities using arts, culture, heritage, and humanities by increasing visibility for community engagement opportunities and by bridging resources needed to support people working in the local creative industries. Visit [www.tvcreates.org](http://www.tvcreates.org) to learn more.