

## **Arts & Culture Leadership Incubator Faculty Position Description 2020-21**

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

Tualatin Valley Creates (TVC) is seeking Faculty Members for our second annual Arts & Culture Leadership Incubator program. Faculty members will be Creative Industry professionals who are interested in fostering a diverse, inclusive, and resilient arts and culture ecosystem in Washington County, Oregon.

TVC will hire four Faculty members to help shape and lead the 2020-21 Arts & Culture Leadership Incubator starting Fall 2020. Faculty members will work closely with the TVC team to plan and develop the curriculum, review applications and select Incubator Participants, lead incubator training sessions, and evaluate the overall success of the program.

Submit proposals as a single PDF to [director@tvcreates.org](mailto:director@tvcreates.org) by **August 28, 2020** for consideration. **Please read the full scope of work outlined below, and complete the application questions.**

### **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. 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 public 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**

- Live and/or work in Washington County, Oregon
- Leadership experience either as an individual or in an organizational capacity related to a creative field: visual arts, music, dance, theater, literary, heritage, other
- Teaching and communicating a skill set in which you have expertise

- Knowledge of Oregon’s arts and culture sector, especially Washington County’s creative ecosystem
- Familiarity with managing or participation in social activism projects
- Training in diversity, equity and inclusion best practices
- Passion for increasing access to arts and culture experiences for all demographics
- Demonstrated commitment to including diverse perspectives and voices in community leadership positions

## **SCOPE OF WORK**

1. Work closely with the Incubator Coordinator, including:
  - Engagement in workshop preparations and
  - Coordinating mentorship opportunities for Participants
2. Assist in recruiting Incubator Participants, reviewing applications and selecting Participants
3. Work collaboratively with TVC staff and other Faculty members
4. Provide 3 hours of mentorship with 1-2 Participants, as assigned by the Incubator Coordinator
5. Co-develop curriculum
6. Facilitate Incubator sessions focused on your area of expertise
7. Provide support for other sessions as requested by the Faculty team
8. Maintain open communication with TVC Staff, Participants and Incubator Coordinator between sessions.
9. Work with Incubator Coordinator to plan and prepare for a Showcase event in June 2021, which may be in person as well as online
10. Provide feedback in an end survey and participate in a close-out call with all participants and faculty
11. Attend Cultural Sensitivity Training (date TBD) and a “Meet-n-Greet” with participants and other Faculty members in January 2021
12. Attend workshop sessions from 10am-2:00pm on the following dates in 2021: February 6, February 20, March 6, March 20, April 3, April 10

## **KEY DATES**

- 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 an In-Person Showcase event (health guidelines permitting)
- June 15: All feedback/evaluations submitted to TVC, close-out phone calls completed

## **COMPENSATION**

Faculty members are considered independent contractors and will be required to provide a W9.

**Contract rate is \$2,500.00 flat.**

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#### **APPLICATION QUESTIONS**

1. Full Name
2. Email
3. Phone
4. Address
5. Website or online portfolio (personal work and/or place of employment)
6. Tell us about your interest and experience in leadership development and mentorship (250 words or less)
7. Describe your connection or interest to the arts and culture community (250 words or less)
8. What interests you about TVC's Arts & Culture Leadership Incubator Program? (250 words or less)
9. What professional business, leadership and arts- and culture-related expertise do you bring to the program? (500 words or less)
10. We're seeking to create a diverse range of faculty perspectives for participants in this program. What unique perspectives or experiences do you bring to the Leadership Incubator? (250 words or less)