



Raleigh Arts Seeks Event Producer

Request for Qualifications

Event

The Raleigh Medal of Arts is awarded for extraordinary achievement in the practice or support of local arts. This event is a lively, engaging evening that celebrates the arts in Raleigh and honors those who have made the arts both possible and extraordinary. The ceremony is part awards show, part local arts showcase and part celebratory reception. The awards show and showcase will be held at a local Raleigh Arts Partner theater in 2024.

Budget

Anticipated hire in May/June 2024 with event set for mid-October.

Event Budget: \$10,000 | Compensation based on relative experience and length of contract.

Summary

Qualified applicants will have at least five years of experience in event planning, production design, direction, logistics or similar roles in live theater, performing arts and/or planning special events.

Vendor to utilize skills to work with the ideas and concepts of event stakeholders and turn them into memorable experiences. Bring a creative vision to the event by preparing, managing, and implementing the following creative and logistical tasks as needed:

Creative concept development

Develop and manage project schedule with key milestones and deadlines.

Manage event budget.

Venue coordination, sound, lights, and production needs in collaboration with host theatre.

Hire of subcontractors, materials, and equipment including production team, set dressing, props and production gear as needed and approved.

Management of talent, event, and production staff schedules with host theatre

Preproduction, rehearsal, event management, strike, and all returns

Music, Projection and Photography coordination

ADA: Coordinate with Raleigh Arts and venue to ensure all aspects of the event, and stage are fully accommodating to all guests. Work with any vendors to ensure ramps, spaces and access are in full compliance with the law.

How to Apply

Those wishing to be considered must submit the following materials by email to Belva.Parker@Raleighnc.gov by 5pm, April 18, 2024.

Cover letter with contact information (if team or group, list lead here and add team members on a separate sheet)

- Name, address, phone, email
- Brief statement about why you want to produce the Medal of Arts awards. (250 words)

Resume

- Focused on qualifications and experience in producing creative productions with a team in multiple formats – stage, video and virtual.
- Include descriptions, locations/venues, and dates.

Portfolio

The Portfolio for review should include 7-10 examples of recent production or event planning work with descriptions submitted as:

- multiple pages combined into a single PDF, or
- a link to your website or online portfolio

Deadline

April 18, 2024, 5pm

Incomplete or late submissions will not be considered.

For more information email Belva.Parker@Raleighnc.gov

Non-Discrimination Policy

The policy of the City of Raleigh is, and shall be, to oppose any discrimination based on actual or perceived age, mental or physical disability, sex, religion, race, color, sexual orientation, gender identity or expression, familial or marital status, economic status, veteran status, or national origin in any aspect of modern life. The City of Raleigh Arts Commission strives for a diverse representation of voices, life experiences, views, and interests to reflect the collaborative community we have and wish to serve.