



DC COMMISSION ON THE ARTS & HUMANITIES

## **30<sup>th</sup> Annual Mayor's Arts Awards Call for Producer Statement of Work**

This Statement of Work is between Producer (hereinafter called Producer) and DC Commission on the Arts and Humanities (hereinafter called DCCAH), for the purpose of stage production services for the 30<sup>th</sup> Annual Mayor's Arts Awards (MAA), scheduled for October 29, 2015.

*The Mayor's Arts Awards are the most prestigious honors conferred by the city on individual artists, organizations and patrons of the arts. Mayor's Arts Awards are presented in the following categories: Outstanding Contribution to Arts Education, Excellence in an Artistic Discipline, Outstanding Emerging Artist, Innovation in the Arts and Outstanding Service to the Arts. In addition, Mayor's Arts Awards for Teaching are presented in Language Arts, Performing Arts and Visual Arts.*

*Since its inception in 1981, the Mayor's Arts Awards has recognized artistic excellence and service among artists, organizations, and patrons in the District, while bringing awareness to the presence and vitality of the arts community in the city through on-stage performances. Past Award recipients include extraordinary members of our community including Leonard Slatkin, Roberta Flack, Shirley Horn, Peggy Cooper Cafritz, George Stevens, Howard University's Division of Fine Arts and Sweet Honey in the Rock. The ceremony has attracted over 1,200 attendees including dignitaries, government officials, and distinguished awards presenters.*

### **About the DC Commission on the Arts and Humanities**

*The DC Commission on the Arts and Humanities provides grants, professional opportunities, education enrichment, and other programs and services to individuals and nonprofit organizations in all communities within the District of Columbia. The Arts Commission is supported primarily by District government funds and in part by the National Endowment for the Arts.*

Producer shall provide services to DCCAH under the following conditions:

**HOW TO APPLY:** Send the requested materials by mail or delivery to DC Commission on the Arts and Humanities, Attention Ebony C. Brown, Special Event Manager, 200 I Street, SE, Suite 1400, Washington DC 20003 by **Thursday, July 16, 2015**. (Materials must be in the office on Thursday, July 16, 2015. Postmarks will not be accepted)

**REQUESTED MATERIALS:**

- Resume(s) of key personnel
- Up to 4 work samples, a minimum of 2 work samples are required. Work samples can include photos, video, print collateral, etc. of previously produced events.
- 3 professional references
- 2 professional letters of support

**Selected candidates will be contacted for an in-person interview with the Mayor's Arts Awards Committee the week of July 20, 2015.**

**GUIDELINES:**

- DCCAH will provide visionary direction and programming content.
- DCCAH will award Producer a contract fee of \$7,500.

**QUALIFICATIONS:**

- Producer must be experienced in and have previously produced events in major production houses such as the John F. Kennedy Center for the Performing Arts, Warner Theatre, National Theater, etc. within at least 10 years.
- Producer must have a full production staff to include Front of House Manager, Back of House Manager, Stage Manager, Technical Director, and Front of House staff.
- Producer must have knowledge of and prior experience with the District of Columbia Government rules and regulations.
- Producer must have extensive knowledge in the District of Columbia and surrounding arts community.
- Producer must have prior experience in producing large scale, signature events including award shows, fundraisers, arts presentations, galas, etc.
- Producer must be self-insured with a policy of at least \$1,000,000 and be in good standing with the District of Columbia.

**INCLUDED SERVICES:**

- Provide complete production services for Load in, build, event day and load out.
- Manage production, including production vendors, performers, presenters, and day-of-event personnel.
- Execute the production script according to timeline approved by the DCCAH.
- Coordination of Front of House and Back of House needs with the venue.
- Call monthly production meetings from date of hire up to one month prior to event and weekly thereafter until the date of the event.
- Provide DCCAH with a full production schedule including rehearsals for talent and crew.
- Coordinate and execute load in, technical rehearsals and load out of all vendors and performers. Provide rehearsal coordination, management, and staffing.
- Provide full production staff to include Front of House Manager, Production Manager, Stage Manager, Technical Director, and Front of House staff.
- Provide day-of-event coordination for full production staff.
- Manage all communication needs and technical requirements of performers.

**EXCLUDED SERVICES:**

- DCCAH will provide visionary direction and programming content.
- DCCAH will provide hired vendors, performers, presenters contacts to producer.
- DCCAH will be responsible for providing Producer with script per event timeline.
- DCCAH will be responsible for handling all marketing and public relations efforts for the event.
- DCCAH will manage all marketing cost for MAA.
- DCCAH will create initial marketing strategy for the MAA which will be developed into complete plan.

**CONTACT:** Ebony C. Brown, Special Events Manager (202)724-5613, [ebony.brown@dc.gov](mailto:ebony.brown@dc.gov)