



PART-TIME CONTRACT EMPLOYMENT OPPORTUNITY

**Americans for the Arts 2018 Conference Coordinator
Denver, Colorado
June 2017 – July 2018**

For nearly 60 years, Americans for the Arts (AFTA) has convened an annual convention for arts and community leaders to network and discuss strategies for building stronger towns, counties, and cities through the arts. As our professional field has grown, so has our gathering. What started as a small group of 45 people in 1955 has now grown to nearly 1,000 each year.

Together we've shared the successes and challenges of using the arts as core to community development, and we've heard expert advice from an impressive list of keynotes including Ben Folds, Richard Nixon, Harry Chapin, John Lewis, Tony Kushner, Arianna Huffington, and Robert Redford. Our Annual Convention is also an opportunity for peer groups interested **arts education, cultural diversity, emerging leaders, public art, and more** to meet each year to connect and share their work.

For the 2018 Annual Convention, Americans for the Arts and its members are heading to **Denver** to explore this arts destination and to discuss the pressing issues of equity, accessibility, and community building. Conference dates are Friday, June 8 – Sunday, June 10, 2018. Pre-conferences will take place Thursday, June, 7, 2018.

The Host Committee (HC) – staff from SCFD, Denver Arts & Venues, Bonfils-Stanton Foundation and Colorado Creative Industries -- seeks a conference coordinator to provide event planning services including transportation, artist selection and contracting, volunteer coordination, manage committees, etc. to ensure a successful 2018 AFTA convention. This is a part-time, contract position from June 1, 2017 – July 15, 2018. Contractor will office offsite and must provide her/her own computer and supplies.

Description of Services and Timeline

Services include: implementing the Denver Leadership Committee's vision for hosting the convention; determining budgets and creating timelines for all contracted events; working with Leadership Committee to develop and execute 5-10 unique local ARTventure tours; working with the HC to create and execute Opening Reception (location: Denver Performing Arts Complex) on Friday, June 8, 2018, and the Saturday Night VIP Reception on June 9, 2018 (location: Clyfford Still Museum); staffing and hosting an onsite visitor information booth during annual conference and ensuring appropriate training of staff/volunteers manning this booth; managing on-site guest services to include recruitment and training a team of 15-20 volunteers per day; liaising with the artist presenters on production and performance needs for the plenary sessions, and assisting in the coordination of all A/V tech requirements; advising as needed Pre-Conference Reception(s), and transportation logistics, and performing other services related to the conference.

Deliverable	Timeline
Implement and uphold the HC vision for hosting the convention.	Ongoing
Determine budgets and create working timelines for all contracted events.	First draft by September 1, 2017
Attend the 2017 Americans for the Arts conference and meet with relevant staff to ascertain successful components of previous events that would be beneficial to success of 2018 events.	n/a
Participate in all Leadership Committee meetings (comprised of 10-40 members of the community). + subcommittee meetings	Ongoing
Work with Programming Committee to develop and execute 5-10 unique ARTventure tours throughout Denver and at select sites around the front range; assist in securing transportation for all tours as needed.	Ongoing Fully planned February 2018 Tours June 9, 2018
Work with HC to create and execute Opening Reception (Denver Performing Arts Complex) on Friday, June 8, 2018; and the Saturday Night VIP Reception (Clyfford Still Museum) on June 9, 2018. Contractor duties include solicitation of bids from approved vendors, seek approval for non-approved vendors if needed, coordination of all logistics including catering, entertainment, decor, staffing, signage and transportation. Solicit in-kind donations and obtain any necessary permits if required.	Fully planned by March 2018; Descriptive copy to AFTA by December 1, 2017; Deliverable on June 8 and June 9, 2018
Work with HC and other appropriate local organizations to staff and host an onsite visitor information booth during the 2018 conference, which may include local information and/or a local calendar of events and restaurant referral. Ensure appropriate training of staff/volunteers manning this booth.	Prepare in early 2018; Deliverable at convention June 8-10, 2018

Management of on-site guest services to include recruitment and training a team of 15-20 volunteers per day. Volunteer duties include monitoring the staff office and speaker prep room, event greeting, transportation assistance, registration, Hospitality Concierge Booth, ARTventure departures and leaders, material prep, etc.	Prepare in early 2018; Deliverable at convention June 8-10, 2018
Liaise with the artist presenters on production and performance needs for the plenary sessions, and assisting in the coordination of all A/V tech requirements.	Plan June 2017-spring 2018; Deliverables June 8-10, 2018
Advise as needed Americans for the Arts on their Pre-Conference Reception(s), Professional Members Reception, etc.	Ongoing
Final report	July 15, 2018

Further Description of the Services:

Contractor will liaise with the Host Committee and Denver Arts & Venue staff, Americans for the Arts, and with local arts organizations artists, presenters, speakers and production staff to ensure all aspects of deliverables are met – from the evening receptions, to the ARTventure tours, to the artist presenters throughout the convention, to the hospitality booth and its volunteer staff. Contractor will act as a representative of the Denver Arts & Venues as the hosting city organization. Contractor will oversee and manage the ARTventure tours from the time attendees board transportation to get to their destination until their return to the Hyatt Regency Hotel, the convention hotel headquarters. Contractor will assist HC in securing transportation and sponsorships as is possible. There is no monetary sponsorship deliverable as part of Contractor’s obligation, but assistance in securing private sponsorships and in-kind support will be help meet specified deliverables.

Selected candidate will also be expected to attend the Americans for the Arts Conference in San Francisco, June 16-June 18, 2017. Travel expenses – hotel, flight, per diem and ground transportation – will be paid by Host Committee.

Deliverables:

Please see chart on previous page.

Payment Schedule (NET 30):

Please see deliverables timeline in the chart on the previous page. Invoicing and payment shall be scheduled as follows and the total contract amount will not exceed **\$30,000:**

Invoice, dated July 15, 2017:	\$2,307.69	Invoice, dated January 15, 2018:	\$2,307.69
Invoice, dated August 15, 2017:	\$2,307.69	Invoice, dated February 15, 2018:	\$2,307.69
Invoice, dated September 15, 2017	\$2,307.69	Invoice, dated March 15, 2018:	\$2,307.69
Invoice, dated October 15, 2017	\$2,307.69	Invoice, dated April 15, 2018:	\$2,307.69
Invoice, dated November 15, 2017	\$2,307.69	Invoice, dated May 15, 2018:	\$2,307.69
Invoice, dated December 15, 2017:	\$2,307.69	Invoice, dated June 15, 2018:	\$2,307.69
		Invoice, dated July 15, 2018:	\$2,307.72

Supervision & Evaluating Work Product:

Contractor will report to Denver Arts & Venues’ deputy director, Ginger White Brunetti. The Contractor be in regular communication about deliverables and all hosting efforts. With the submission of each monthly invoice, Contractor’s work and progress towards deliverables and goals will be evaluated.

Skills & Qualifications:

This is a position requiring skills in event management, written communication, and customer service. To perform the job successfully, an individual should demonstrate the following competencies:

- Event planning experience with budgets, logistics, and deliverables
- Professionalism in all oral and written communications. Write clearly and informatively; edit work for spelling and grammar.
- Must be able to work independently from time to time and must have the ability to exercise discretion and independent judgment regarding matters of significance.
- Excellent customer service skills.
- Tracks conference budget and tracks expenditures and make adjustments as needed. Proficient in Excel. Microsoft Word, Excel, PowerPoint and Outlook.
- Well organized, detail-oriented – demonstrate accuracy and thoroughness.
- Ability to manage and coordinate multiple projects and deadlines at once.
- Maintain communication with supervisor on all projects and duties.

To Apply:

Please send resume, cover letter and three professional references to Nicole.Garcia@denvergov.org, executive assistant, by Noon on Friday, May 5th.