

San Francisco Arts Commission

Request for Proposals

London N. Breed
Mayor

Ralph Remington
Director of Cultural Affairs

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City and County of San Francisco

Deadline for Submission: September 10, 2021 by 12 p.m.

by PDF email attachment to rachelle.axel@sfgov.org

The San Francisco Arts Commission (SFAC) seeks an experienced Event Manager to coordinate the agency's Annual Convening event, tentatively scheduled for Wednesday, January 26, 2022, 5 p.m. at the Herbst Theatre in the Veterans Building. The Annual Convening introduces our new Director of Cultural Affairs Ralph Remington and celebrates SFAC's accomplishments and partners, the Artistic Legacy awardees for 2020 and 2021, and San Francisco's arts community. The preliminary program includes performances and/or a panel discussion, award and 'state of the arts' presentations, an interactive survey or some other engagement and a short video. Estimated attendance is 200-300.

Proposed Project Budget: Up to \$9,900

Proposed Project Timeline: October 1, 2021 – January 31, 2022

The qualified applicant will work collaboratively with SFAC staff to achieve the following scope of work:

- Develop program content and schedule for two-hour Annual Convening
- Design program and marketing materials
- Communicate schedule and logistics with vendors, presenters, performers, awardees
- Develop staffing plan for Annual Convening including backstage, front of house, Green Room and Art Vendors in the lobby

- Coordinate Green Room pre-reception for awardees, performers, and presenters
 - Coordinate and manage vendor arrangements (secure physical awards to give to awardees, caterer, printer, photographer, florists, musicians and performers as needed)
 - Coordinate Art Vendors in lobby prior to event
 - Maintain attendance roster
 - Coordinate all logistics with the Herbst Theater (ADA, A/V and lighting tech, set up and break down)
 - Ensure that all public health protocols are maintained
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If you are interested in providing this service, please submit a proposal no longer than five (5) pages that includes the following information in a PDF email attachment:

1. Please describe how you/your company's experience and skills meet the Event Manager responsibilities.
 2. Please describe your firm's history providing similar services and familiarity with the Herbst Theater and/or other municipal union houses.
 3. Please include an hourly rate and a total project budget.
 4. Please specify key staff and/or consultants and include their resumes.
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Questions?

Contact Acting Communications Director Rachelle Axel at rachelle.axel@sfgov.org