



Request for Proposals for Project Management for Implementation of the Diversity in Arts Leadership program at Bravo Greater Des Moines

Date Issued: January 29, 2019

Deadline for Proposals: February 8, 2019

INTRODUCTION AND BACKGROUND

Bravo Greater Des Moines' mission is to leverage community resources to maximize the impact of arts, culture and heritage on regional priorities. In partnership with Americans for the Arts, Bravo is one of two national pilot sites for the expansion of the Diversity in Arts Leadership (DIAL) Internship Program. The program is designed to promote diversity in the arts management field and to provide college students who have a career interest in either the arts or business with a hands-on introduction to working in the non-profit arts sector. The Program Coordinator will be responsible for all aspects of coordination, facilitation and event support to launch and implement the DIAL program successfully in Des Moines for the summer of 2019.

More information about the DIAL program can be found here: www.americansforthearts.org/about-americans-for-the-arts/internships/diversity-in-arts-leadership-internship.

More information about Bravo Greater Des Moines can be found here: www.bravogreaterdesmoines.org.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This RFP seeks to identify a qualified project manager to serve as an independent contractor to lead the implementation of the DIAL Internship Program in Des Moines for the summer of 2019. The contract period will be from February 15 – August 30, 2019. The expectation is that approximately 15-20 hours per week will be required to meet the needs of the program, with time spent primarily on program planning February – May and on logistics and implementation June – August. Some nights and weekends will be required to support implementation of DIAL.

The successful applicant will work closely with Bravo staff and national program leadership to deliver an outstanding experience for interns, host organizations, business mentors and the community.

Specific expectations include but are not limited to:

- Provide leadership and vision in the design and implementation of the DIAL Internship Program in Des Moines for summer 2019.
- Serve as primary point of contact for interns, arts-hosts, business mentors throughout planning, implementation and evaluation of the 2019 DIAL program.



- Liaise with internship financial and technical partner, Americans for the Arts, to successfully execute the DIAL program.
- Coordinate with arts-host organizations to ensure internship opportunities are meaningful, foster career exploration and cultivate, develop and maintain new and existing relationships to increase connections for students in Des Moines and in the arts field.
- Trouble-shoot any issues that arise for interns, arts-host organizations or business mentors.
- Collaborate with local, regional and national partners in activities that align with the DIAL program goals and objectives and develop relationships with organizations who may become future arts-hosts, funders and business mentors.
- Plan and implement intern programming, networking events and communications to complement intern responsibilities at host organizations.
- Organize and oversee events that will make a positive impact on all DIAL stakeholders, including opening/closing ceremonies, weekly site visits and other networking/convening opportunities that advance program objectives.
- Collect and track data and conduct regular assessment activities of the DIAL program.
- Manage internship program budget, tracking all program income and expenses.
- Build local visibility for the DIAL program by creating a strong brand for DIAL in Des Moines (developing social media, press releases, blog posts, etc.) to amplify the successes of the program.
- Thoroughly document and assess program activities and services and develop action plans for future improvement and growth.

PROPOSAL REQUIREMENTS AND DELIVERABLES

Proposals will be evaluated on quality and thoroughness of program management approach, related experience and expertise, supportive materials and references, and the value/ROI of the proposal. Proposals should address the following topics:

1. Name, title, mailing address, email address and phone number. Please identify any potential conflicts of interest as they pertain to other events currently being planned in the region or relationships to staff or board members of Bravo Greater Des Moines or other Central Iowa entities which may be directly involved in this work.
2. Short description of work history in project management of programs of similar size and scope. Please include specific details about:
 - Ability to manage multiple projects and tasks simultaneously, set priorities, handle numerous responsibilities with little regular supervision and meet timelines.
 - Analytical and organizational skills; mature judgment and critical thinking ability; innovative problem solver; strong attention to detail.
 - Dependability and integrity.
 - Interpersonal skills, proven customer service attitude and ability to interface well with a variety of people and effectively present information to a variety of stakeholders.
 - Writing, proofreading, public speaking and communication skills.



3. Project Budget

Please provide a reasonably detailed listing and explanation of all costs and fees applicant proposes to charge Bravo for program coordination services. Flat fee with not-to-exceed limits strongly preferred.

Note: The project is nonprofit in nature. We will gladly accept all or part of the proposal as an in-kind contribution.

4. Experience and Expertise

Please include specific details about:

- Track record of significant program management, including budget oversight.
- Capacity to thrive in a non-profit environment.
- Ability to carry project from concept to implementation through evaluation.
- Event management experience and capacity for outstanding customer service.
- A commitment to advancing the arts and cultural equity in America.
- Knowledge of the Greater Des Moines arts, culture, heritage and business landscapes and existing community initiatives.
- Commitment to enhancing quality of life in Central Iowa, especially through arts, culture and heritage strongly preferred.
- Strong proficiency with MS Word, Excel, PowerPoint and Outlook required.
- Ability to utilize systems for tracking program processes, results and outcomes.

Please also provide two (2) references (including project descriptions) who can speak to applicant's experience with projects of similar size/scope.

5. Supplemental Materials

Feel free to include additional support materials relevant to the scope of this project.



TO APPLY

All proposals should be submitted no later than February 8, 2019 to:

Sally Dix
Executive Director
Bravo Greater Des Moines
1011 Locust Street, Suite 309
Des Moines, Iowa 50309 USA
sally@bravogreaterdesmoines.org

All submittals must include one (1) printed copy as well as a flash drive or electronic file that includes electronic copies of all materials.

Proposals may be reviewed by Bravo staff, Board and project partners. Proposals will be assessed based on cost, experience, qualifications and potential for producing an outstanding internship experience that meets and exceeds all Bravo objectives.

No phone calls please.

Anticipated start date is mid-February 2019.

ADDITIONAL NOTES

1. All costs incurred to responding to this RFP will be borne by the applicant.
2. All information submitted in response to this RFP will be considered confidential.
3. Bravo reserves the right to reject any and all proposals and responses and to eliminate any and all applicants responding to the RFP from further consideration.