



508-B Gladstone Avenue, Ottawa, ON K1R 5P1

Phone: 613-560-5997 Toll-Free: 1-866-292-6233

[www.folkmusicontario.ca](http://www.folkmusicontario.ca)

**Request for Proposals** - Conference Coordinator (Three (3) Year – Contract Position)

**Description:**

With the growth of the Folk Music Ontario (FMO) we are seeking the assistance of an outside service provider to help us with the coordination of the 2017, 2018 and 2019 conferences. This is not a full-time position. In each of the years, the contract is from April 1 – November 30.

The Conference Coordinator reports directly to the Executive Director and is the person(s) primarily responsible for successful delivery of the annual conference.

**Responsibilities include but are not limited to:**

- Providing conference management and leadership/support to the Board of Directors, other FMO Staff, volunteers and other suppliers;
- Managing and working with the contracted production company;
- Managing all logistics including catering; assisting with the preparation and distribution of marketing materials; working with the executive director to create rooming list(s) to provide host hotel of all FMO guests; assisting with any logistical needs during the conference;
- Providing communication and support for delegates, sponsors and related stakeholders through social media, the FMO conference app and website;
- Developing a sponsorship plan for clients interested in sponsoring for/during the conference including, but not limited to, advertising on the FMO app, website, program guide and any other related advertising, and any other sponsorship opportunities.

**Administrative responsibilities include but are not limited to:**

- Office management of organizational, computer and equipment systems;
- Providing administrative support to other staff members;
- Assisting with the development of conference-related panels, workshops and showcases;
- Managing the production of the conference program and other print materials;
- Managing information systems including database;
- Participating in Conference Working Group meetings with FMO Staff and Board Members.

This job description is not a complete statement of responsibilities. These responsibilities are representative of the minimum level of knowledge, skill, and/or abilities. FMO retains the right to add or to change duties of the position at any time.

**Skill Requirements:**

The ideal candidate:

- Is detail-oriented
- Is highly organized
- Has excellent communication skills

- Takes initiative
- Provides a high level of service
- Works independently, but is a team player
- Is comfortable supporting others
- Has experience in the areas outlined above

Applicants should possess the following skills and competencies:

- Highly proficient computer skills
- Working knowledge of Microsoft Office and Filemaker Pro database
- Ability to multi-task
- Knowledge of office procedures and equipment
- Financial management skills
- Proven track record for managing events/conferences
- Superior time management skills; some travel may be required
- Bilingualism is an asset
- Experience working in the arts and cultural industries is an asset

**Proposals should include:**

- Approach to event: Include an outline of your solution and your fee.
- Brief resume/summary of past events you've managed.
- Resume(s) of all team members included in your solution.

**Selection Criteria**

Consultant selection will be based on the assessment of the following aspects of your submission:

- The consultant must submit the proposal by 5:00 pm on Tuesday, February 21, 2017. Submissions received after the closing date will be deemed not acceptable.
- Appropriateness to our need and environment.
- Quality of you as a consultant, such as: your experience with similar projects; your flexibility pertaining to potential shifts in project scope or timelines; integrity; and your process for developing and carrying out the project in a timely manner.
- Time & Cost: They must be appropriate and reasonable.

Please send all request for proposals to the attention of:

Alka Sharma

Please email the RFP as a PDF document(s) to:

[asharma@folkmusicontario.ca](mailto:asharma@folkmusicontario.ca)

Or you can mail the RFP to:

Attn: Alka Sharma – RFP  
 508-B Gladstone Avenue  
 Ottawa, ON, K1R 5P1