



577 Queen St W | Toronto, ON | @queenstreetwest | queenstreetwest.ca

Request for Proposal (RFP) for Concert Event Coordinator

Introduction and Background:

The Queen Street West BIA (QSWBIA) is a City of Toronto BIA, representing a combined 300+ group of businesses and property owners along Queen Street West from Bathurst St to Simcoe St. We are seeking proposals from experienced Music and Sound Producers for the public space near Denison Parkette. One of the goals of the BIA is to host and create free, vibrant and positive engagements at this parkette throughout the milder months from May-October.

Job Title: Concert Event Coordinator

***note that we will accept proposals from small collectives, agencies, organizations as well*

Location of Market Activations: Denison Parkette, Queen Street West BIA (beside 486 Queen St W) with the option to also include a small road closure on Denison Ave as required.

Contract Duration: Mid-April to Mid-November (Seasonal)

Reports to:

- BIA Community Manager
- Events Committee
- Board of Management

Overview:

We are seeking an experienced Concert Event Coordinator or a small agency to take charge of planning, organizing, executing, and marketing a series of 6-8 concerts at the Denison Parkette Stage. This position involves collaboration with the BIA Community Manager, Events Committee, and Board of Management to ensure successful events. The concerts are scheduled to run from late May to mid-October, making this a seasonal contract.



577 Queen St W | Toronto, ON | @queenstreetwest | queenstreetwest.ca

Key Responsibilities:

Event Planning and Organization:

- Develop a comprehensive plan for each concert, considering logistics, scheduling, and overall execution.
- Coordinate with the Events Committee to align the concerts with community interests.

Community Engagement:

- Foster positive relationships with the local community, businesses, and residents.
- Seek feedback from stakeholders to continuously improve concert experience
- Implement initiatives to enhance community involvement and support.

Financial Management:

- Handle budgeting and financial planning for each event, ensuring all expenses are accounted for.
- Manage finances efficiently and provide detailed financial reports.

Vendor and Equipment Coordination:

- Arrange necessary equipment rentals and coordinate with vendors.
- Secure all required permits and permissions, including any potential road closures on Denison Ave.

Artist Liaison and Fee Management:

- Negotiate and manage contracts with artists and performers.
- Ensure timely payment of artist fees and handle any logistical arrangements for performers.

Marketing and Promotion:



577 Queen St W | Toronto, ON | @queenstreetwest | queenstreetwest.ca

- Develop a marketing strategy for each concert to maximize attendance.
- Collaborate with the Events Committee to create promotional materials and utilize various channels for effective promotion.

Qualifications:

- Proven experience as a Concert Event Coordinator in a similar role.
- Strong financial management skills and ability to create and adhere to budgets.
- Excellent organizational and multitasking abilities.
- Effective communication and negotiation skills.
- Familiarity with event logistics and coordination.
- Knowledge of the music industry and entertainment trends.
- Ability to work collaboratively with the BIA Community Manager, Events Committee, and Board of Management.

Contract Details:

- Seasonal contract from late May to mid-October.
- Compensation to be discussed based on experience and proposal.

Compensation:

- to be discussed and negotiated
- We are open to an hourly rate (we estimate 20-25 hours for each concert inclusive of administration, organization and day-of on-site presence) OR a flat rate per concert date

How to Apply:

Interested candidates or agencies should submit their resume, a cover letter outlining their relevant experience, and a proposal detailing their approach to market organization and promotion. Submissions can be sent to queenstreetto@gmail.com with the subject line: CONCERT EVENT COORDINATOR.

Application Deadline: ongoing until the position is filled.



577 Queen St W | Toronto, ON | @queenstreetwest | queenstreetwest.ca

The Queen Street West BIA is an equal opportunity employer. We encourage individuals from diverse backgrounds to apply.

Note: This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it.

We look forward to finding a dynamic and experienced Music and Stage Producer to bring exciting and engaging concerts to the Denison Parkette Stage.