



REQUEST FOR PROPOSALS CONCERT EVENT COORDINATOR

The Queen Street West BIA is seeking request for proposals from experienced Music and Sound Producers to program 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 July-October.

Location of Concert 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: June to Mid-October (Seasonal)

Concert Dates: July 13, Aug 24, Sept 19 and Oct (TBC)

Reports to:

- BIA Executive Director
- Events Committee

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 4 concerts at the Denison Parkette Stage. This position involves collaboration with the BIA Executive Director and Events Committee to ensure successful events. The concerts are scheduled to run from late June to mid-October, making this a seasonal contract.

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.
- Attend monthly Event Committee meetings to provide updates, artist selections and programing for alignment.

On-Site Execution

- Lead, manage and execute on-site execution for each concert including troubleshooting any technical issues.
- Manage on-site staff and artists to execute event successfully.

Community Engagement:

- Foster positive relationships with the local community, business 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 and event stays on budget.
- 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:

- 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.

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 meg.marshall@queenstreetwest.ca with the subject line: CONCERT EVENT COORDINATOR.

Application Deadline: Tuesday, May 20th at 5PM EDT



www.queenstreetwest.ca



info@queenstreetwest.ca

Queen Street West BIA



180 John Street, Toronto, ON M5T 1X5



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.

About Queen Street West BIA

Art meets commerce on vibrant Queen Street West, the historic area that spearheaded the growth in Toronto's cultural life in the 1980s and '90s. Known then for its mixture of fashion shops, galleries and indie music bars, the eastern part of Queen Street West has become a major shopping district while the western half retains its unconventional roots.

Located just south of the Ontario College of Art and Design and the Art Gallery of Ontario, Queen Street West between Simcoe and Bathurst is the neighbourhood that nurtured young artists for decades. While many of the galleries and artist-run centres are just slightly south of Queen Street West BIA's official boundary line at 401 Richmond, this specific area is still home to bars that showcase independent music and comedy acts. Fashion is another traditional strength of the area and one can shop for designer clothes on Queen Street West – or buy fabrics and create your own.

A hub for nightlife fun, Queen Street West is a place where downtown sophisticates meet tourists and other Torontonians at an array of restaurants and bars. During the daytime, shopping rules, with hordes of youths – and the young at heart – buying new hip vinyl, t-shirts and shoes. Embracing the latest in fashion and technology, Queen Street West mixes culture and merchandising together in one dynamic environment.

Established in 2008, the Queen Street West BIA encompasses the area along Queen Street West from Simcoe Street to Bathurst Street.

For more information about the BIA, please review our website at www.queenstreetwest.ca