



EUROBODALLA RIVER OF ART FESTIVAL - REQUEST FOR PROPOSAL

The River of Art Committee wishes to engage an Events Manager for the Festival in September 2022.

Our key event, Luminous: Art After Dark on 24 September, will mark the close of the 10-day River of Art Festival and aims to bring the Moruya River and adjoining Riverside Park alive with impressive lighting displays and installations, performers, musicians and a long table VIP dinner. The Event will be held on the last Saturday of the Festival and will coincide with the beginning of the NSW School holidays in September.

RIVER OF ART - BACKGROUND

River of Art is a vibrant annual arts festival that flows through the Eurobodalla region, from Durras to Wallaga Lake. Over 5-10 days each year, its purpose is to deliver an economic return plus social and community benefits. Our tourist friendly towns, pristine rivers, stunning coastline, fresh local food and produce, growing creative arts communities and past and present indigenous connections are the festival's key assets. The festival encompasses all communities large and small along the far South Coast in celebrating all art forms from paintings, textiles and sculpture through to performance art, film and poetry, which is strengthening Eurobodalla's identity as a regional arts community and event destination. It is open to creative artists and performers within and beyond our region, including internationally recognised artists, who can showcase their work.

In 2022, the River of Art festival will launch a much-anticipated creative initiative called Luminous – Art After Dark. It aims to provide a vivid, colourful and fun focal point in the heart of the Eurobodalla to close the festival - a large crowd attracting outdoor event, celebrating place and highlighting the rich creative arts offering and produce of the region.

The key feature of Luminous will be a spectacular laser and projection light show set to music whereby vivid colours and imagery will erupt on the beautiful Moruya River. This will be complemented by an Artisans and Local Produce Marketplace, a VIP long table dinner, themed feature lights and LEDs throughout the parkland and a program of staged and roving performers showcasing local artists and producers. Luminous will be held on the last Saturday of the festival 24 September 2022 and is anticipated to attract an attendance of up to 5,000 people.

The River of Art is governed by a voluntary committee who are allocated portfolios based on their skills and experience which span the creative arts, events management, legal, financial, marketing/communications, corporate affairs/media, volunteers/members. A number of contractors are also employed on an 'ad hoc' basis where specific skill sets are required.

Luminous will be led by the event Chair appointed by the committee. Additional volunteers will support the event and any contractors will report to and work closely with the committee in event design and execution. The committee will need to:

- Ensure that the event complies with all relevant Federal and State laws and local government policies and regulations
- work closely with Council and relevant authorities to ensure a safe and secure event with a comprehensive risk management plan
- oversee artistic direction of the laser and light show
- liaise with performers, bar management, and stallholders at the marketplace
- manage the VIP long table event including invitees, catering and logistics
- engaging with sponsors, VIPs and donors to secure additional funding and support
- manage marketing, advertising and promoting Luminous as a sub-component of the overall festival marketing and promotion
- oversee budget forecasting and financial control

LUMINOUS EVENT MANAGER

You are invited to submit a response to this proposal to provide event management services to the Eurobodalla River of Art Luminous event.

Responses are to be submitted by close of business **Monday 6th December 2021**. Any questions in relation to this proposal should be directed to the Contact Officer identified below.

LUMINOUS EVENT MANAGER – DESCRIPTION OF SERVICES

POSITION:	Eurobodalla River of Art – Luminous Event Manager
LOCATION:	Moruya, NSW (NB: the manager may be located elsewhere but would be required to be on-site regularly)
RESPONSIBLE TO:	Chair – Luminous Committee
CONTRACT STATUS:	Fixed Term Contract of \$20,000.

ROLE DESCRIPTION

The Event Manager will be responsible for the management and coordination of operational, logistics and technical aspects in planning and implementation of the Luminous Event. The position will be required to report to the Co-Chair Luminous and advise on strategies and action necessary to deliver the event within budget, on time and safely.

KEY RESPONSIBILITIES AND DUTIES

- Project manage all operational elements of the Luminous event to ensure they are delivered on time, within budget, and meet with all State and Federal safety and workplace requirements
- Maintain the day-to-day management of the production, operational and technical areas of the festival budget and contracts
- Manage all event licences, approvals and requirements
- Develop and maintain the festival's risk management register and oversight all safety requirements
- Liaise with local businesses to set out their trading footprint during the event
- Manage event sub-contractor and casual staff
- Manage all on-site coordination, including site infrastructure and bump in and out arrangements
- Assist in developing events plans and procedures
- Assist with event survey requirements, including recording details of invitees and attendees and evaluation support
- Monitor crews and contractors to ensure safe work practices are being adhered to throughout the event
- Manage onsite security, incident management and any public health regulation compliance
- Provide progress reports to the River of Art Committee through the Luminous Chair
- Produce Event Outgoing report, providing critical operational feedback for future events

SELECTION CRITERIA

KEY SKILLS AND KNOWLEDGE

- Demonstrated experience in event management and technical requirements of festivals and events
- Past performance and previous experience working with a not-for-profit organisation
- Detailed knowledge of all areas of event and festival operations and ability to work with the sub-committee and volunteers
- Demonstrated strong organisational skills
- Demonstrated project management, financial, and time management skills
- Excellent verbal and written communication skills and strong troubleshooting abilities
- Enthusiasm to work in a collective team environment
- Demonstrated flexible work ethic and ability to build good working relationships

PROVIDERS PROFILE

In addition to addressing the Selection Criteria above, providers are to submit the following information:

- Full name of the proposed Event Manager
- Any Trading or Business Name
- Details of business structure e.g. sole trader, company, partnership, etc
- ABN number
- Principal place of business
- Insurance as required by law to undertake the work under this proposal, i.e. Public Liability Insurance, and (preferred) Professional Indemnity Insurance;
- Compliance with current Public Health Orders; and
- Any other information that the provider considers to be relevant to their capability, capacity or past performance, including any supporting information to support experience and commitment to role.

HOW TO APPLY

Only complete responses that provide all the requested information will be considered. No late responses will be accepted.

Responses are to be sent to:

Di Jay River of Art Co-Chair at dijay2@gmail.com

Closing Date: 5.00pm Monday 6th December 2021

Any questions may be addressed to:

River of Art Co-Chair Di Jay at dijay2@gmail.com or 0411 481 988

or Vicki Lascelles at vickilascelles58@gmail.com