



Creative Communications Roster

REQUEST FOR QUALIFICATIONS

CITY OF TACOMA - OFFICE OF ARTS AND CULTURAL VITALITY

EXTENDED DEADLINE August 12, 2019, 11:59pm

OPPORTUNITY

The City of Tacoma's Office of Arts & Cultural Vitality (OACV) is developing a Creative Communications Roster for commercial design and media services that the City, Tacoma Creates, neighborhood and community groups, partners, and the public can select from for direct-hire opportunities. This roster is an effort to support independent creatives and small firms, in alignment with Strategy 1.C of the OACV's 5-year plan, [ArtFull Tacoma](#): Grow and sustain the creative economy by identifying and developing creative growth sectors (p. 40).

The Creative Communications Roster is meant to be inclusive of different styles and experience levels. If accepted, creatives will have their information included on the roster, which will be publicly available. This roster is meant for commercial, client-based work, rather than original artistic creations. The needs for each opportunity will vary. Applicants may apply as an individual or team/firm of up to 5 people.

Creatives may apply under one or more of the following categories:

- Print – brochures, flyers, banners, wraps, signage, packaging, etc.
- Digital – websites, social media assets, etc.
- Illustration – hand illustration, digital illustration, posters, painted signs, etc.
- Branding – logos, brand creation, etc.
- Video – filmmaking, event documentation, social media and website assets, etc.
- Photography – products, event documentation, etc.

In addition, creatives may indicate that they are skilled in one of the following categories:

- Project Management – project ideation, scoping, planning, management of contributors, implementation
- Community Engagement – ability to engage community to inform content creation

ELIGIBILITY

- Applicant(s) must reside within the official city limits of Tacoma, WA. If applicants are applying as a firm, the firm's address should be in Tacoma. To check if you reside within the official City of Tacoma limits, please use this map: <http://bit.ly/2ftLUaM>.
- Applicant(s) can apply as an individual or as a team/firm of up to 5 people. Firms that employ more than 5 people are not eligible.
- Applicant(s) cannot be a member of the Tacoma Arts Commission or employee of the City of Tacoma.
- Applicant(s) must be 18 or older.
- Successful applicant(s) must have a City of Tacoma business license while they are on the roster.
- People who are members of underrepresented racial, ethnic, cultural, and other identity groups are especially encouraged to apply.

SELECTION CRITERIA

- Quality of work as exemplified in past work
- Ability to work collaboratively with clients
- Proficiency with applicable program, software, and/or equipment related to field of practice
- Ability to complete projects
- Ability to think broadly and conceptually

TIMELINE – all dates subject to change

June 28, 2019

July 15, 2019, 5:30-6:30 pm

August 12, 2019, 11:59 pm

September 10, 2019

September 16, 2019

Application available to the public

Optional Informational Workshop, 747 Market Street, Room 248

Deadline for applications

Notification of selection decision

Design Roster available to the public

OPTIONAL INFORMATIONAL WORKSHOP

An informational workshop will be offered Monday, July 15, 5:30-6:30pm, at 747 Market Street, Room 248. Staff will give a brief overview of the opportunity and application system, and be available to answer questions. This workshop is completely optional. Child care will not be provided, but supervised children are welcome.

APPLY

Eligible applicants interested in this opportunity must submit the following items via Submittable:

<https://tacomaarts.submittable.com/submit>. **Please note that all information submitted may be available to the public on the final roster:**

1. Short Responses

Responses to the following questions in 300 words or less each:

- Applicant bio, describing the key players and/or firm. If you have experience with community engagement or project management, please include that here.
- Please describe your approach to working with clients to develop work.

2. Work Samples with Descriptions

Up to 20 work samples may be submitted. Please submit a minimum of 3 and a maximum of 5 work samples per category. For example, if you are applying to the Photography and Video categories, submit 3-5 photography samples and 3-5 video samples. Each work sample should have a concise description, including:

- Indication of which areas the work sample applies to
- Project the piece was created for
- Medium
- Client
- Year work was completed
- Concise description of project
- If work is presented as part of a collaboration, explain your role in the larger project and credit team or individual collaborators by name and role

Work samples should include documentation of past design projects. Artist teams are encouraged to submit work that was previously completed as a team. Work samples can be submitted as videos, images, and/or pdfs. Links can be submitted as part of a pdf document. Video files will be viewed for a minimum of 1 minute each. If you want the panel to review a particular section, please indicate the start time in the description.

3. Resume

Three pages or less. Teams may submit one combined resume, or resumes for each team member.

QUESTIONS?

Contact Rebecca Solverson at (253) 591-5564 or rebecca.solverson@cityoftacoma.org.