

Request for Proposal  
 Flagstaff Festival of Science  
 Festival Coordinator

<b>RFP: Festival Coordinator</b>	<b>Proposal Due By: Open Until Filled Review begins 8-11-20</b>	<b>Flagstaff Festival of Science</b> scifest.org
<p><b>Project Overview:</b>          The Flagstaff Festival of Science’s (FFOS) mission is:          The Flagstaff Festival of Science serves to connect and inspire the citizens of Northern Arizona, particularly youth, with the wonders of science and the joy of scientific discovery.</p>		
<p><b>Project Goals:</b></p> <ul style="list-style-type: none"> <li>● Successful completion of the yearly, 10-day Flagstaff Festival of Science with the same quality programming it has produced for the past 30 years.</li> <li>● Twelvemonth contract (hours and time commitment vary based on time of year)</li> </ul>		
<p><b>Scope of Work:</b></p> <p>The FFOS is looking for someone to take on the general oversight and coordination of the Festival, including, but not limited to, managing the fundraising, programming, educational and promotional components to achieve desired goals and objectives.</p> <p>Examples include:          Keynote negotiations and contracts          Grant applications and donor management          Budget development          Marketing plans and contracts</p>		
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>● The FFOS has been coordinated by one person for the past 30 years. The new coordinator will need to take over and follow the template crafted over this time to ensure deadlines. However, the new coordinator will also be encouraged to develop and suggest ideas for growth, new funding and new visitors to the</li> </ul>		

festival.

- The board of directors is interested in being a support to this position and actively volunteers to get the festival off the ground each year.
- A Strategic Planning committee made up primarily of Board members is working on a long-term Strategic Plan as well as a Diversity and Inclusion Plan. The new coordinator will be able to be a part of this process.
- The coordinator position requires independent thought and judgement with willingness to work as part of a team with the board of directors. It is a flexible position that requires professional judgement to coordinate all facets of an annual festival that requires year-round work and planning. The ideal candidate will have a mix of visionary leadership, practical knowledge and skill, and be able to form the relationships and partnerships necessary to make this festival work.

**Board of Directors**

Kerry Lynn Bennett	NAU
Aaron Weintraub	Grad Student
Joelle Clark	NAU CSTL
Megan Coons	Coconino County
Mark Cox	Boy's and Girl's Club of Flagstaff
Joshua Farella	U of A Coconino County Cooperative Extension/4H
Kathy Farretta	volunteer
David Gillette	Museum of Northern Arizona
Todd Gonzales	Lowell Observatory
Brian Klimowski	NWS
Brandon Lurie	W. L. Gore & Associates
Cassandra Roberts	Willow Bend Environmental Education Center
Benjamin Behunin	Coconino Community College
Sherry Shaffer	Lowell Observatory
Joe Wagner	Lowell Observatory and NAU (part-time instructor)
Virginia Watahomigie	Coconino Coalition for Children & Youth
Sarah Smallwood	Flagstaff Arts Council

**Evaluation Metrics and Criteria**

- References – relevance and enthusiasm
- Experience with festival or event management or related area (years)
- Enthusiasm for and knowledge of the sciences and/or community events
- Fundraising/development experience (years and level of authority)
- Project management (years and level of authority)

**Submission Requirements**

- Three professional references with contact information
- Resume/CV showing relevant work experience and education
- Cover letter addressing your interest and fit with this position

**Festival occurs in September each year with year-round funding applications and planning****Budget: 25-30K with estimated average of 10-20 hours of work (depending on the needs of the org and time of year)****Contact: Kathy Farretta****Email:  
kathyfpr2@suddenlink.net****Phone #: 928-380-1308**