



## CITY OF AUSTIN/CULTURAL ARTS DIVISION TAKE IT TO THE NEXT LEVEL 2012

### SOLICITATION FOR WORKSHOPS

The Cultural Arts Division (CAD) of the Economic Growth & Redevelopment Services Office of the City of Austin will offer technical assistance workshop series *Take it to the Next Level* targeted to arts & creative industries, individuals, organizations and businesses between the months of **July through September, 2012**. The Cultural Arts Division plans to present 5-6 workshops during Summer 2012.

We are soliciting experienced instructors to present/facilitate these classes. If you are interested in conducting one or more of these courses please submit your resume, contact information, the proposed workshop details outlined below for each workshop, and your proposed fee for these services. Proposals may be submitted by to Kevin Shaw, Civic Arts Coordinator, at [Kevin.Shaw@austintexas.gov](mailto:Kevin.Shaw@austintexas.gov).

The general topics identified for this season are as shown on the attached prospectus. We understand proposed workshop details may focus on certain aspects of these general topics.

Each workshop proposal needs to include the following details:

- 1) Instructor's name (and COA Vendor ID Number if available)
- 2) Workshop name
- 2) Instructor fee (CAD will make copies of any handout materials)
- 3) Instructor Availability:
  - a) Weekday Morning
  - b) Weekday Lunchtime/Midday
  - c) Weekday Evening
  - d) Weekend
  - e) Available dates between the months of July and September 2012
- 4) Workshop Duration - hours needed to complete an effective presentation (Next Level workshops typically last 2-4 hours)
- 5) Class materials or copies needed (if any)
- 6) Any special technical requirements. All classes will be presented at the City of Austin's Cultural Arts Division Training Room located at 201 E 2<sup>nd</sup> Street Austin, TX 78701, unless otherwise agreed upon by the presenter and the Cultural Arts Division. Please include information on any other location in your proposal if a different location is required as part of your workshop.
- 7) Short description of content you would present (Since topics shown on the attached prospectus are meant to be general, please describe the specific class curriculum that you would teach)

***Submit workshop proposals to Kevin Shaw, Civic Arts Coordinator,  
[kevin.shaw@austintexas.gov](mailto:kevin.shaw@austintexas.gov)***

**Deadline: Wednesday, June 20<sup>th</sup>, 2012 – 5:00pm**

Cultural Arts staff will review proposals submitted on or before the deadline and will notify everyone of the selected proposals by July 1<sup>st</sup>, 2012. The presenter of selected proposals will sign a contract with the City of Austin and register as a vendor with the City of Austin to receive payment. Kevin Shaw will be the single point of contact for the City of Austin to work with the presenter through the proposal submission, selection, logistical, and payment processes.

Based on previous *Take it to the Next Level* Workshops, we anticipate twenty to forty participants per class. Two weeks prior to the workshop, we may request up to 4-5 questions from the presenter that we will send to workshop registrants designed to elicit their expectations and needs, and their range of expertise on the workshop topic. Answers to these questions will be sent to the presenter one week in advance of the workshop date in order to obtain an understanding of attendees and to fine tune their presentation. Presenters will be requested to submit their presentation materials to Kevin Shaw at least 3 days before presentation.

More information about the *Take it to the Next Level* can be found at [www.austincreates.com](http://www.austincreates.com)

Please contact Kevin Shaw with any questions at [kevin.shaw@austintexas.gov](mailto:kevin.shaw@austintexas.gov) or 512-974-9316 by Wednesday, June 13, 2012. All responses to these questions will be posted on the Cultural Arts Division website ([www.austincreates.com](http://www.austincreates.com)) by end of the day on Friday, June 15, 2012. If you would like direct notification of the responses to the questions, please submit your name and email information to Kevin by June 13<sup>th</sup>.

Thank you and we look forward to seeing your proposals!

Take it to the Next Level Workshops receives support from:

