



## Request for Program Proposal – Spring 2024

### I. Introduction

Boys & Girls Club (BGC) of Portage County requests proposals from local artists interested in designing and delivering a high-quality, multi-session creative experience for youth. Selected artists will be independently contracted as Visiting Artists for BGC's Club Creates program and be responsible for a total of six (6) hours of program delivery during the spring 2024 semester (January-May 2024). BGC welcomes artists of all art forms – including visual, performing, and digital artists – to serve as Visiting Artists in Club Creates.

### II. Program Background

The Boys & Girls Club of Portage County is a 501(c)3 whose mission is to inspire and empower our youth to realize their full potential. Serving more than 2,000 youth aged 6-18 annually, the Boys & Girls Club (BGC) is the leading out-of-school-time program provider in Portage County.

Club Creates is an afterschool program developed by the BGC to increase equitable access to high-quality arts experiences for youth in our community by bringing local professional artists into the Club as Visiting Artists to share their skills and craft with Club members. By increasing access to high-quality arts experiences, Club Creates will provide youth opportunities for artistic skills development, mastery, and creative expression while supporting positive long-term outcomes.

### III. Scope of Work

The Visiting Artist (VA), with the support of BGC's program team, is responsible for designing a high-quality, multi-session creative experience for youth consisting of six (6) one-hour sessions. Programming should be youth-centric and hold youth to high expectations while providing hands-on skill-building opportunities and encouraging individual creativity.

The VA will work with BGC's program team to develop and coordinate programming within the parameters of available space and supplies. VAs will have access to one of two dedicated spaces for their programs: a dance studio equipped with mirrors and audio equipment or an art classroom equipped with tables, chairs, a sink, and limited ventilation. Programming may also occur outside in available green spaces, weather permitting. VAs will have a small budget to purchase necessary equipment, materials, and supplies as required by their proposed program, with an exact amount to be determined by BGC's program team during the program design process.

The VA will then be responsible for delivering six (6) one-hour program sessions, from 5:00-6:00 PM, over two (2) to six (6) weeks during the school year (September-May). BGC's program team will develop a programming schedule based on the VA's availability. Programming will be delivered at one of BGC's centers: Berard Center (941 Michigan Avenue, Stevens Point) or Shierl Center (2401 Cedar Drive, Plover).

During program sessions, the VA should educate young artists on equipment and proper use of materials while providing opportunities and guidance to find their voices through creative expression. The VA should also establish and maintain a physical and emotional safety environment and serve as a positive mentor to all youth.

The VA will also be required to complete a one-time onboarding training on safety and abuse prevention, approximately two (2) hours.

#### **IV. Compensation**

Visiting Artists will be independently contracted at a flat rate of \$350 for six (6) hours of program delivery plus time as needed to complete onboarding training and program development tasks.

#### **V. Qualifications & Requirements**

Applicants must meet the following minimum qualifications and requirements:

- Professional experience in the arts or a relevant post-secondary education degree
- Prior experience working with youth, preferably in a school or community setting
- Prior experience teaching and developing programming/curricula is preferred but not required
- Ability to pass a background check

#### **VI. Submission Instructions & Deadline**

Please submit the following items:

- Program/project proposal narrative (1-page maximum) to include a description of the creative experience as well as a list of supplies and space needs
- Brief portfolio of previous work, preferably showcasing an example of what will be featured in the program

All proposals should be submitted in a PDF format to [pam.luedtke@bgclubpc.org](mailto:pam.luedtke@bgclubpc.org). **Proposals must be received via email by 5:00 pm on Friday, December 1, 2023.** Questions concerning this RFP can be directed in writing by email to [pam.luedtke@bgclubpc.org](mailto:pam.luedtke@bgclubpc.org).

**Notifications will be made by Friday, December 29, 2023,** to let applicants know whether there is a desire to move forward in the selection process with their program proposal.