



NEW ENGLAND FOUNDATION FOR THE ARTS

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## Request for Proposals – Facilitator: Equity Training for New England Presenters

**Submission deadline: November 26, 2018**



Alternate versions of this PDF may be obtained by contacting NEFA at [djacobson@nefa.org](mailto:djacobson@nefa.org) or 617.951.0010 x528.

### Introduction

The [New England Foundation for the Arts](http://www.nefa.org) (NEFA) seeks proposals from equity training consultants to conduct a one-day equity, diversity, inclusion, and accessibility workshop for arts presenters and cultural leaders in New England in partnership with [New England Presenters](http://www.newenglandpresenters.org) (NEP) and [Arts Presenters of Northern New England](http://www.apnne.org) (APNNE).

### Background

NEFA is one of six regional arts organizations and plays a unique role as an arts funder and thought partner to nonprofit cultural organizations in New England. NEFA's regional programs and services support the presenting and touring of arts in New England through grantmaking and networking via the annual Idea Swap and [CreativeGround](http://www.creativeground.org) directory. The grantmaking programs fund New England-based nonprofit organizations to present touring artists and enable communities to meaningfully engage with artists and their work. The regional programs foster collaboration and partnerships among New England nonprofit organizations and artists.

NEP and APNNE facilitate networking, professional development opportunities, and peer-to-peer knowledge sharing for their members of New England performing arts presenters. Members meet throughout the year in the region to discuss a range of topics, including effective marketing strategies, community engagement programs, block booking, and more.

NEFA's New England program constituents represent a wide and diverse range of organizations that bring artists to their communities in rural, suburban, and urban areas:

- Arts presenters that primarily present touring artists, such as performing arts centers and university-based presenters
- Other types of organizations that produce and present artists, such as producing theaters
- Organizations that are not primarily presenting organizations, such as museums, libraries, schools, historical societies, and community organizations.

Based on NEFA's [2018-2021 strategic plan](http://www.nefa.org) goals, NEFA is developing strategies to serve the New England region that promote equity in our own grantmaking and program support activity, and that advance learning related to equity, diversity, inclusion, and accessibility. NEFA values an equitable, diverse, and inclusive world, which we interpret as all people having fair access to the tools and resources they need to realize creative and

community endeavors. We acknowledge structural inequities that have excluded individuals and communities from opportunity based on race, gender, disability, sexual orientation, class, age, and geography, and strive to counter those inequities in our work. Investing in knowledge-building and collaborative learning to strengthen the arts and culture sector are key priorities set in the strategic plan goals.

### Project Scope and Deliverables:

NEFA seeks an experienced facilitator to work at the intersection of arts and equity to conduct a one-day workshop for approximately 30 - 40 New England arts presenters and cultural leaders. Participants may include members of New England Presenters (NEP) and Arts Presenters of Northern New England (APNNE). NEP, APNNE, and NEFA will co-host the meeting on May 9, 2019 in Concord, New Hampshire.

This workshop is designed as a professional development and learning opportunity for presenters and cultural influencers who are seeking to better incorporate equity, diversity, inclusion, and accessibility into their organizational practices and programming. Outcomes may lead to designing EDIA goals and strategies for each organization to put into action and advance inclusive programming for their communities.

The facilitator will work with a small group of NEFA staff, NEP, and APNNE members to plan the training. NEFA, NEP, and APNNE will coordinate meeting logistics, communication with participants, and the participant registration process.

### Deliverables:

- Provide overall guidance for planning the equity, diversity, inclusion, and accessibility workshop
- Participate in planning meetings with NEFA/NEP/APNNE planning committee
- Prepare training agenda, curriculum, materials, and resource guides
- Conduct a one-day training for approximately 30-40 participants
- Conduct a debrief session and report following the training with NEFA/NEP/APNNE planning committee

### Timeline:

Request for Proposals Open	October 19, 2018
Proposal Deadline	November 26, 2018
Planning Start Date	January 14, 2019
Workshop Registration Open	February 25, 2019
Workshop Date	May 9, 2019

### Desired Skills and Expertise of Consultant:

- Deep understanding of equity, diversity, inclusion, and accessibility in the arts on a national and regional context
- Excellent communication, active listening, and facilitation skills
- Demonstrated training experience in diverse teams and experience with various organizations and senior leadership
- Effectively facilitates power dynamics and difficult conversations in group settings

- Knowledge of the role of performing arts presenting in the U.S. or previous work with arts presenting organizations is a plus
- People of color, members of the LGBTQ community, individuals with disabilities, and women are strongly encouraged to apply

### Proposal Requirements:

1. A letter of interest describing your experience and approach to facilitating groups, and any relevant experience working with arts organizations and/or performing arts presenters
2. A proposal, workplan, and budget that includes the deliverables described in the RFP
3. 1-2 references

### Contact

Please direct questions and submit complete proposals to NEFA's New England Presenting & Touring team. [Daniela Jacobson](#), Program Manager for New England Presenting & Touring, is the primary point of contact for this project, with additional support from other NEFA staff.

### Terms and Conditions

By no means does the RFP process imply any agreement or contractual obligation. The RFP only serves to gauge interest for the project by respective firms. Costs involved in preliminary activities will not be reimbursed by NEFA.

### About NEFA

The New England Foundation for the Arts (NEFA) invests in artists and communities and fosters equitable access to the arts, enriching the cultural landscape in New England and the nation. NEFA serves as a regional partner for the National Endowment for the Arts, New England's state arts agencies, and private foundations. [Learn more about NEFA's vision, values, and funding.](#)

### About APNNE & NEP

Established in 1978, the Arts Presenters of Northern New England is a non-profit, regional consortium of performing arts presenters from Vermont and New Hampshire. Members have consisted of university and community presenters, arts agencies, cultural organizations, parks and recreation and state tourism offices. APNNE facilitates opportunities and resources for professional development, networking and shared information about topics vital to arts presenters and organizations. In particular, APNNE seeks to provide opportunities and resources to smaller and rural organizations in the northern New England region.

Founded in 1981, New England Presenters (NEP) is a non-profit, regional consortium consisting of performing arts presenters from public and private colleges and universities, preparatory schools, municipal arts agencies and community-based organizations of all sizes. Through shared resources, collaborative engagement, regional and national networking and by providing professional development opportunities, New England Presenters assists member organizations in strengthening and developing their role as cultural resources for their communities and the greater New England region.