

RFP: BIPOC Outreach Coordinators

Description

Four (4) separate BIPOC Outreach Coordinators. One (1) for each of the cultural groups listed below.

- Asian American Pacific Islander
- Black
- Latinx
- First Nations/Indigenous

Position Status: Contractor- Four (4) months

Reports to: Diversity and Equity Officer

RACIAL EQUITY STATEMENT

Mass Cultural Council invests financial, programmatic, and informational resources equitably, and it provides leadership to repair, heal, and build toward a cultural sector where diversity flourishes and inclusion is the norm.

Massachusetts' communities, residents, and visitors benefit from a robust diversity in the cultural sector, without which the Commonwealth cannot continue to thrive. A limited or narrow perspective of what the world is, and can be, is unproductive and unartistic. Seeing the world differently and bringing those ideas to life is the charge of the cultural sector and its leaders. Mass Cultural Council is ready to more deeply support these equitable, inclusive, and creative visions.

OVERVIEW AND GOALS

Mass Cultural Council seeks to hire four (4) BIPOC Outreach Coordinators to identify and develop mutual connections with cultural sector stakeholders the

Agency is not currently reaching: individual cultural workers (artists, teaching artists, humanists and scientists) and nonprofit and municipal cultural organizations to build deeper relationships with the Asian American Pacific Islander, Black, Latinx, and First Nations/Indigenous communities. BIPOC Outreach Coordinators are expected to be a highly visible presence in the Commonwealth, support departmental outreach efforts to reach diverse communities.

Our goal is to better invest in historically underinvested BIPOC communities, through the forging of long-term relationships with cultural workers and cultural organizations in the Commonwealth. This ultimately will translate into new relationships, increased support to underinvested communities, and accountability partners to help us infuse equity, diversity, and inclusion in all aspects of the Agency. For our cultural workers and cultural organizations, it increases their visibility and funding opportunities and offers platforms to share their own missions more broadly. It also provides additional benefits to their constituencies, and a deeper connection to the Agency, their communities and the Commonwealth's cultural sector. The success of the Coordinator(s) depends on the effectiveness of the Coordinator(s) charged with identifying and developing connections and support the interests/needs of those cultural workers and cultural organizations.

SCOPE OF WORK

Through organizing and outreach, connect with new Asian American Pacific Islander, Black, Latinx and First Nations/Indigenous community partners (organizations, businesses, community leaders and influencers), cultural workers and cultural organizations to engage them in Mass Cultural Council programs, services, and grant making.

- Become familiar with resources that Mass Cultural Council provides to the cultural sector in the Commonwealth
- Attend all required meetings, training sessions, and complete all assignments
- Participate in discussions and educate the staff about outreach strategies for building relationships with new potential applicants who are unaware of the Agency's offerings
- Provide relevant information, feedback, quotes, photos, videos regular updates back to Mass Cultural Council
- Encourage prospective applicants to participate in Mass Cultural Council opportunities. This may include distributing Agency-approved flyers around the community, working with the Public Affairs team to develop social media campaigns, attending events, attending community meetings, scheduling one-on-one meetings, hosting focus groups, visiting local businesses or

places of worship, implementing surveys, and other engagement opportunities;

- Manage lists of prospective relationships
- Write a final report and evaluation
- Travel, in-state, as needed

PHYSICAL DEMANDS

Ability to access, input, and retrieve information from a computer. Answer telephones and maintain multiple files. Ability to travel around the Commonwealth independently.

Compensation

\$15,000 (\$3,750/month)

Project Timeline

It is anticipated that each Coordinator will be engaged for ten (10) to fifteen (15) hours a week for four (4) months each, starting as soon as possible. Much of the work can be done remotely, but as things get safer, we prefer mostly face-to-face interactions. Scheduling is flexible.

Qualifications

SELECTION CRITERIA:

Seeking applicants who are BIPOC, Inquisitive, Connectors, Conveners, Forward Thinkers, Entrepreneurial, Multi-taskers, Team Players, Deep Listeners and Relationship Customer Service Oriented

Additional Criteria are:

- Experience as a cultural worker / activist / community organizer
- Familiarity with the Asian American Pacific Islander, Black, Latinx, and First Nations/Indigenous community or other service organizations, the cultural sector community, or educational organizations a plus
- Deadline, results, and detail-oriented
- Excellent communications/ deep listening skills
- Relentless, Self-starter and Driven

- Team Player, Relaxed, Fun
- Familiarity with arts, culture, and the creative sector, preferred

Mass Cultural Council will review responses to this RFP with the aim of obtaining the best value to achieve its goals and reserves the right to request such additional information as it may deem relevant from any applicant, including references. Mass Cultural Council may stop, revoke, amend, correct or otherwise modify this document or the RFP process at any time. Mass Cultural Council reserves the right to accept, reject or negotiate further any proposal received from any applicant. Any responses received by Mass Cultural Council shall become the property of Mass Cultural Council. Neither this RFP nor any communication from Mass Cultural Council concerning any successful applicant shall constitute any contractual obligation of Mass Cultural Council until such time as a legally enforceable contract on the Commonwealth of Massachusetts Standard Contract Form containing the Commonwealth Terms and Conditions is executed by both Mass Cultural Council and any selected applicant.

About this Organization

The Mass Cultural Council is a state agency that promotes excellence, inclusion, education, and diversity in the arts, humanities, and sciences to foster a rich cultural life for all Massachusetts residents and contributes to the vitality of our communities and economy.

The Council pursues this mission through a wide range of grants, initiatives, and advocacy for artists, communities, organizations, and schools.

We believe in the power of culture. Working through the arts, humanities, and sciences, culture is a dynamic force for enriching communities, growing the economy, increasing accessibility, and fostering individual creativity. Culture is intrinsically valuable and unique in its ability to lift the human spirit.

We recognize the essential role that a rich cultural life plays in communities and the lives of individuals. To invest in our cultural life is to invest in our shared future.

We partner with artists, communities, organizations, and schools to unleash the power of culture across the Commonwealth.