



March 28, 2019

**REQUEST FOR QUOTATION RE:
TASTE OF LITTLE ITALY PROGRAMMING COORDINATOR**

The Taste of Little Italy is a 3 day, 10 block street festival between Bathurst/Shaw, on College Street from June 14 – June 16. The event attracts 500,000 people annually to the neighbourhood.

The Programming Coordinator will be required to do the following:

1. Have a good knowledge of music and contacts within the music community to enable you to book artists for performances. The BIA will also provide a list of artists and history of the terms and conditions of their past participation.
2. Have a minimum of 1 year experience of street festival programming and production.
3. Be able to work within a given budget to achieve bookings with various artists for the event.
4. Work with event organizers, Hypitch and BIA board members in the selection and placement of each artists throughout the festival.
5. Be required to book numerous performing artists, confirm all production details to enable a successful performance at the designated locations.
6. Develop a programming schedule, listing each artists performance at each designated area in the BIA.
7. Supervise each artist during the festival to insure they follow the set up and performance schedule.
8. Artists are required to provide all equipment such as their backline instrumentation and P.A system. The programmer/production director to source and provide power at the location for the artist. Generally working with merchants to gain access to power or finding and providing alternative power sources. To be coordinated with Hypitch.
9. Supervise the overall set up of artists throughout the festival. Be prepared to work the event for the entire three days.
10. Insure at each artist location the set up is in compliance with safety and presents no trip hazard or other issues harmful to the general public. To be coordinated with Hypitch.
11. Execute all necessary paperwork/contracts with the artists and provide the BIA documentation/invoices for payment to artists.

How to apply: Submit application to Meghan Foley, Little Italy BIA Coordinator, at coordinator@tolittleitaly.com.

Deadline to apply: Friday, April 5, 2019.