

## **Request for Quotation - Associate Producer - Vivid Ideas, Music and Food - Vivid Sydney 2023**

### **Request:**

Destination NSW is seeking applications and itemised quotations from a suitably qualified and experienced contractor for the provision of **Associate Producer - Vivid Ideas, Music and Food** for the 2023 festival

**Please Note: This is not a position of employment but a contract for the supply of services. Companies who can propose a person for this contract, or freelance event workers who hold an ABN are equally encouraged to apply.**

### **Destination NSW:**

Destination NSW is the lead agency, champion and voice for the visitor economy within the NSW Government.

Spearheading a whole-of-government approach to visitor economy growth, Destination NSW is responsible for leading the delivery of the NSW Visitor Economy Strategy 2030 in partnership with government and industry.

Destination NSW influences and shapes the visitor economy through strategic research, policy and thought leadership, stakeholder engagement and consultation, commercial partnerships and investment in visitor experiences, business support, marketing and events.

Investing in a world-class events calendar to maximise economic and social benefits and, position NSW as the events capital of the Asia Pacific, is a key strategic pillar of the Visitor Economy Strategy 2030.

Vivid Sydney, the largest festival of light, music ideas and food in the Southern Hemisphere and the largest event in Australia, is owned, managed and produced by Destination NSW. Vivid Sydney has been integral in positioning Sydney as the creative capital of the Asia Pacific and, instrumental in driving visitation to Sydney and stimulating the city's visitor economy (the 'Event'). For more information visit: [www.vividsydney.com](http://www.vividsydney.com)

### **Timeline:**

Deadline for receipt of clarification requests	10:00am Friday 30 September 2022 (AEST)
<b>RFQ closing date</b>	<b>5.00pm Monday 10 October 2022 (AEST)</b>
Interviews	Week beginning 17 October 2022
Successful contractor notified	Week beginning 24 October 2022
Unsuccessful contractor(s) notified	Week beginning 31 October 2022
<b>Commencement of Contract</b>	<b>Week beginning Monday 7 November 2022</b>

### **Selection criteria:**

Evaluation of all received proposals will be based on the following criteria:

<b>Criteria</b>	<b>Weighting (%)</b>
Value for money	25%
Relevant tertiary qualification(s) and/or 3 years' experience in event management. Demonstrated understanding of the creative and technical requirements of multi-day events and festivals, as well as understanding of entertainment, creative and / or hospitality industries	30%
Proven project and time management skills, ability to effectively prioritise, meet deadlines and to balance competing priorities in a dynamic and high-pressure work environment. Strong written and verbal communication skills.	30%
Excellent administrative and computer skills including proficiency with Microsoft Office. Experience with CRM systems (especially Salesforce) and CMS / website management systems is desirable.	10%
Compliance with Request for Quotation	5%
<b>TOTAL</b>	<b>100%</b>

### **What Destination NSW requires:**

Destination NSW requires the below application documents:

1. A written response of no more than four (4) pages which addresses the Selection Criteria and Specifications of Service outlined in Annexure A.
2. An itemised quotation which includes a day rate exclusive of GST. Day rate must be inclusive of all charges, expenses, superannuation, and other personal inclusions for the below period:
  - Pre-production: Monday Nov 7 – Friday 19 May - 5 days per week
  - Festival period: Monday 23 May – Sunday 18 May - 6 days per week
  - Post reporting period: Monday 19 May – Friday 14 July - 5 days per week
3. Current curriculum vitae including details for two (2) referees.

### **Clarification of Requests for Quotes:**

If you require clarification of this Request for Quotation, please click [here](#) to email the Vivid Sydney team. Please note that any clarifications will be given to other contractors that have been offered the opportunity to provide a quote. Clarification Addendums will be posted via the [Work With Us](#) page on the Vivid Sydney website.

### **How to respond to a Request for Quotation (RFQ):**

Please review the relevant RFQ documentation, Clarification Addendums, Frequently Asked Questions and Terms & Conditions prior to preparing your response.

Respondents should address the specific requirements of the services and, the selection criteria detailed within the RFQ documentation. Answers and supporting documentation will need to be uploaded via the Vivid Sydney Website using the [Apply Now](#) button.

NB: This form cannot be saved or changed after submission, please ensure that you check the accuracy of your information prior to submitting.

## **ANNEXURE A**

### **Specifications of Service**

**Vivid Ideas** encompasses public talks, Keynote presentations, industry seminars, conferences, workshops, events, activations and performances and provides a forum for the creative industries to collaborate, foster business connections and showcase new ideas. The Vivid Ideas program generally includes an internally produced program of medium to large-scale talks and events alongside external events and projects.

**Vivid Music** is a contemporary program featuring collaborations and performances from local and international acts at venues across the city. Events include co-presentations with external producers, free and ticketed live music events in outdoor stages and indoor venues and a series of third-party events.

**Vivid Food** is a new program involving unique food experiences that incorporate other elements of Vivid Sydney such as light, music or ideas. Vivid Food celebrates Sydney and NSW food, producers and chefs with events and activations in a variety of CBD venues.

The **Associate Producer – Vivid Music, Ideas and Food** supports the Producing team in the management and implementation of production, logistics, marketing materials, administration, ticketing and customer service requirements associated with the delivery of each program as part of Vivid Sydney

**Position reports to:** Producers – Vivid Ideas, Music and Food

**Positions that report to the Assistant Producer, Vivid Ideas, Music and Food – None**

#### **Major Responsibilities include but are not limited to:**

- Liaising with and assisting third-party event owners in the Vivid Ideas, Music and Food programs (contracting, content collection, ticketing / box office assistance, and managing project timelines).
- Coordinating the schedule and delivery of the Vivid Ideas Exchange, in conjunction with third-party event owners and in-house venue management and production.
- Assisting with internally produced Vivid Ideas / Music / Food program including headline ticketed events.
- Assisting and coordination of additional internal events:
  - Vivid Sydney Program Launch
  - Vivid Sydney Opening Night events

- Volunteers Thank You Function
- Vivid Ideas / Music / Food Event Owner briefings
- Other events and programs as required
- Responding to relevant customer enquiries regarding event information, box office and ticketing assistance.
- Collecting and collating event materials for the Vivid Sydney website and program launch. Acting as point of contact for all event information for marketing, PR and web teams.

**Key Accountabilities:**

- Support the Vivid Ideas, Music and Food Producers and Curators with all administrative, production and operational tasks regarding the development and delivery of the program including but not limited to timelines, budgets, project plans, schedules, briefs, reports, venue bookings and approvals.
- Assist in the collection of all required program content such as biographies, marketing images, event descriptions, talent information, assets and logos. This includes assisting artists to ensure all material is provided in the required file formats and sizes.
- Manage and facilitate event owner requirements for the Vivid Ideas Exchange, in conjunction with venue management and production management.
- Act as an Event Manager for Destination NSW internally produced events listed above and other public-facing programs and events including effective planning of resources and co-ordination with relevant stakeholders
- Assistance with box office and ticketing, including onboarding third party event owners into the Vivid Sydney ticketing partner platform, assisting with troubleshooting and general public enquiries, providing excellent customer service in an efficient, accurate and timely manner.
- Assist in developing and onboarding event owners into the Vivid Sydney Client Relationship Management System (Salesforce), compiling event reports and content.
- Contribute to the effective development, documentation, planning and delivery of program activity, including communications and notifications to stakeholders regarding the Event.
- Attend and contribute effectively to meetings including preparing and maintaining agendas, and notes across Ideas, Music and Food programs.
- Attendance at Vivid Music, Vivid Ideas and Food events as required throughout the bump in, event period and bump out ensuring the effective co-ordination of the appointed production, equipment, catering and hospitality services.
- Coordinate the return of all Destination NSW owned and managed assets to storage, including undertaking post-event stocktake and damage reporting.
- Assist in the collection of post event reporting deliverables from third party event owners in conjunction with the Destination NSW Research teams.
- Any other general administrative work as directed by Destination NSW.

**General Items:**

The successful contractor must provide:

- Appropriate public liability insurance noting Destination NSW as an Interested Party. Minimum \$20 million (AUD).
- Appropriate professional liability insurance. Minimum \$10 million (AUD).
- Appropriate workers compensation insurance – as required by law

- An Australian Business Number or Australian Company Number.

### Key Considerations:

The successful contractor will be required to enter into a Contract of Engagement with Destination NSW which includes, but is not limited to the following terms:

- Ownership of all intellectual property (including copyright) in any project material will vest in and/or be assigned to Destination NSW on a royalty free, for use worldwide, free of charge in perpetuity basis. The contractor will agree to execute all documents and do all things required for the purposes of giving effect to this. The project material once assigned will be used by Destination NSW, tourism trade stakeholders, media and the NSW Government
- Indemnifying Destination NSW for all work carried out
- Abiding by a supplier's code of conduct as issued by the NSW Government
- Termination Clause, Destination NSW may at any time terminate the contract without cause and for any reason by giving 30 days' notice in writing to the contractor, such termination being effective upon expiration of the 30-day period. Destination NSW is not liable for any payments to the contractor beyond the 30-day notice period, and such amount will be received by the contractor in full satisfaction and discharge of any claims of any nature whatsoever in connection with this contract. Destination NSW would not be liable for any further/pro-rata payments
- If the contractor does not perform the services required, the contractor is not entitled to receive any further payments and must if so required by notice in writing to the contractor by Destination NSW, repay to Destination NSW all payments made under this contract or such part of the payments as so demanded by Destination NSW with respect to expenses already incurred and services rendered to date and must make such repayment within 7 days of the date of such demand by Destination NSW or within such longer period as specified by Destination NSW.
- During the contracted period, the contractor will be required to work full-time on the premises of the Destination NSW offices currently located at Level 2, 88 Cumberland Street, The Rocks within standard business hours (9am – 5:30pm) subject to compliance with the Public Health Orders at the time and/or in consultation with the Festival Director/ Destination NSW. Flexibility with work hours will be required, this includes after hours and weekend work. No overtime will be paid or time in lieu provided. Please note: this role will be required to be onsite during the event period(s) and will be required to work as part of a rolling roster during the Event (including bump-in, Event and bump-out periods).

### Destination NSW will provide the following:

- Office facilities to be provided include desk, chair, computer and printing facilities, phone line, internet access and business cards.
- Parking is not provided however approved and agreed demonstrated work-related travel costs may be reimbursed.
- A mobile phone is not provided however demonstrated work-related telephone costs may be reimbursed.

### Period:

The initial contract period for the 2023 event is **Monday November 7 2022 – Friday July 14 2023.**

**Leave:**

Destination NSW provides for a set number of days of unpaid leave to be taken (20 days per annum calculated on a pro-rata basis), commensurate with the contracted period and position scope. All leave is to be taken as agreed with Vivid Sydney Festival Director. Any unpaid leave not taken by the conclusion of the contracted period will be forfeited.

Destination NSW acknowledges that the successful contractor is not required to work public holidays except those falling within the Event periods.

Destination NSW may also close for the Christmas and New Year period as part of NSW Government arrangements. The Vivid Sydney Festival Director will advise of dates accordingly.

Paid recreation leave, public holiday pay, overtime, sick leave and other paid leave entitlements are not payable as this is not a position of employment. Deductions will be made on a pro-rata day basis based on the quoted per day rate.