

**TOWN OF BARRINGTON,
RHODE ISLAND
ADVERTISEMENT TO BID**

Sealed competitive bids will be received at the Barrington Recreation Department, Peck Center, 281 County Road, Barrington, Rhode Island 02806 until 10 a.m. on Wednesday, September 1, 2021 at which time they will be publicly opened and read at the Town Clerk's Office at Barrington Town Hall, 283 County Road, Barrington, RI 02806.

The selected contractor will serve as Executive Artistic Director for the Barrington Community Theatre / Barrington Enrichment Summer Theatre for a term of 3 years, from September 8, 2021 through August 31, 2024. The contractor, upon selection, must provide all applicable insurances.

Executive Artistic Director specifications may be obtained at the Barrington Recreation Department, Peck Center, 281 County Road, Barrington, Rhode Island 02806.

Bids are to be placed in sealed envelopes and appropriately marked and addressed to:

Barrington Recreation Director, Town Hall Clerk's Office,
283 County Road, Barrington, Rhode Island 02806.

The Town of Barrington reserves the right to reject any and all bids. The Town of Barrington reserves the right to choose a Director who is not the lowest bidder.

The Barrington Town Hall is accessible to the disabled. Individuals requiring any accommodations for disabilities must notify the Barrington Town Clerk's Office at 247-1900 Ext 306, in advance of the public reading date.

August 23, 2021

EXECUTIVE ARTISTIC DIRECTOR SPECIFICATIONS

Procure performance rights and scripts for shows (front cost).

Ensure sufficient roles for all participants and ensure casting is done such that balances show needs and participant schedules. Provide support to participants as needed.

Approve scholarships and work with Recreation Department on improving scholarship system. Raise funds for scholarship.

Ensure environment is supportive and positive, intervening when necessary; cultivate rapport with staff, participants, and families.

Communicate with families on a weekly basis.

Manage website and all social media.

Arrange directors for shows and technicians; taking over when directors and/or technicians are not available. Procure costumes and props as needed (fronting cost when necessary).

Approve intern applications. Train interns and assign intern tasks.

Schedule shows and rehearsals. Arrange for use of rehearsal space at Barrington Middle School and performance space (Barrington Public Library, also needed for technical rehearsals). Ensure rehearsal and performance spaces are cared for as well as left clean and appropriately arranged. Work with these facilities regarding scheduling.

Either delegate or design show posters (get printed for in-person shows and have cast sign)

Take (or arrange) actor headshots for marquee and production photos. Includes editing and printing.

Arrange front of house (moneys, staffing, playbills, concessions, posters, marquee, etc.). Procure concessions (front cost). Count and submit box office moneys after shows. (Also responsible for box office and concession seed money)

Emcee shows.

Submit the following to Recreation Department: time sheets for staff; reimbursement forms costs fronted; invoices for payment installments.

When sessions (or performances) are virtual: provide rehearsal platform (zoom), edit shows and determine when/how show will be streamed to audience. (Done completely with personal equipment that is not reimbursable.)

Delegate or lead warm ups and run workshops as necessary.
Assume financial risk