



### Request for Quotes

#### Contract for Creative Industries Coordinator

The City of Belen seeks to enter a contract with a Creative Industries Coordinator from 11/6/2023 through 06/30/24 to:

- hold regular monthly meetings with creative industries stakeholders;
- intersperse monthly meetings with trainings essential to improving the economic outcome of cultural events and experiences in Belen, and coordinate with training facilitators;
- facilitate communication, networking and capacity building among creative industries stakeholders;
- coordinate individual and organizational training sessions with creative industries stakeholders around Communications and Information Technology;
- coordinate with City personnel and website/app designers to expand and enhance Explore Belen;
- and supervise and support a Student Arts initiative, including supervision of a student intern, organization of four monthly Student Art Classes, and curating, installing and orchestrating a Student Art Exhibition.

Please submit a letter of interest, specifying your qualifications and the time you will commit to these tasks for a contract totaling \$30,000. Preference will be given to individuals with demonstrated experience and commitment to the Belen Arts and Cultural District process. Send completed submissions to: [Kathleen.pickering@belen-nm.gov](mailto:Kathleen.pickering@belen-nm.gov). For more information, contact Kathleen Pickering at the same email address. Submit quotes by 10/31/23 for full consideration.