

REQUEST FOR PROPOSALS

The BC Museums Association is seeking BC-based contractors to fill two positions for *BC Museums Association RoundUp*, its quarterly publication.

RoundUp Editor

Working with an existing province-wide editorial committee to identify themes for each issue, the Editor plays a key role in producing and writing for *RoundUp*. In this role, the Editor produces 4 regular and 1 special issue per year (5 issues total), and:

- organizes the editorial committee meetings, including distributing agendas and minutes
- prepares and distributes calls for submission
- solicits contributions related to the quarterly theme from members and sector professionals, with assistance from the editorial committee
- liaises with contributors to secure content related to the theme, including helping to shape articles and ensure word count, photos, and other submission requirements are met
- prepares contributor content for layout, including editing for style, tone of voice, grammar, and consistency, checking that photo credits and permissions are secure, and adding captions, titles and sub-headings as needed
- works closely with and provides direction to the graphic design contractor, including determining table of contents, to see publication from start to finish
- liaises with BC Museums Association staff and editorial committee to review proofs and deliver final version
- solicits and liaises with advertisers
- liaises with BC Museums Association office to invoice and collect payments for ads
- researches and writes content as required, including interviewing contributors to the *Lunch with Owl* feature

Requirements:

- Knowledge of museum and gallery best practices and emerging issues
- Network of contacts in museums community, encompassing primarily museums and galleries throughout BC. Network of heritage sites, archives and libraries an asset.
- Ability to be self-directed, while adhering to the goals of the BC Museums Association and representing the Association in a professional manner
- Excellent command of English language
- Ability to communicate with a broad range of stakeholders
- Ability to meet deadlines
- Previous experience working with the BCMA in a volunteer or work capacity, an asset.

Designer

The Graphic Designer liaises with the Editor in the layout of the publication, taking it from idea to a completed product, 5 times per year. Note that *RoundUp* is currently published online as a PDF but may also be short-run printed in the future. The layout and look and feel is currently undergoing a refresh so the appointed Graphic Designer will inherit the previous versions for guidance plus the new layout, new look and feel, and brand graphic design guidelines to guide them from their first issue onwards.

Requirements:

- Knowledge of and appreciation for the unique culture of museums and galleries
- A strong sense of brand
- Ability to provide creative solutions to such issues as space constraints and make pragmatic recommendations for such things as printing needs
- Ability to work collaboratively with the Editor
- Ability to meet deadlines. Note that this publication goes through several copy revisions prior to publication therefore the appointed Graphic Designer should be prepared to execute on multiple versions prior to producing the final.
- Previous experience working with the BCMA in a volunteer or work capacity, an asset.

FURTHER INFORMATION

Further information on the BC Museums Association and *RoundUp* is available at <http://museumsassn.bc.ca>.

PROPOSAL REQUIREMENTS AND DEADLINE

NOTE: The BCMA is looking for both an Editor and a Designer. We welcome proposals from individuals as well as Editor/Designer teams.

Proposals should include an overview of your background and experience specific to the role, how you would see the execution of 5 issues taking place over the course of 12 months, how you would work with the various stakeholders in the execution of the product, and an estimation of contractor costs. Links to previous work encouraged. Maximum 4 pages.

If you are interested in one or both of the above roles, please send your proposal by email no later than

Friday, March 27, 2015 to:

BCMA Executive Director
Theresa Mackay
tmackay@museumsassn.bc.ca

Thank you for your interest. Only shortlisted candidates will be contacted.