



TOWN OF ESTES PARK

REQUEST FOR PROPOSAL

- JOB TITLE:** Parade Creative Director
- DESCRIPTION:** This is a contract position with an estimated 450-550 hours of design and build time leading up to the parade date. The Creative Director is responsible for the following duties:
- Designing, obtaining supplies and building 8-10 new floats each year
 - Arranging talent to ride and perform on musical floats
 - Attending a weekly meeting with the events staff from September - Parade date
 - Assemble previous year floats and disassemble at end of parade
 - Assist in recruiting volunteers to ride on floats and help with the build process
 - Work with the events operations department to obtain supplies needed for the build and stay within budget
 - Work within the events operations department timeline and to install floats on trailers
 - Be able to work independently and meet deadlines
- SCHEDULE:** Can begin construction immediately. All floats must be completed by November 16th.
- QUESTIONS:** Direct questions can be directed to Kevin Benes at Kbenes@estes.org or 970-586-6104
- PROPOSAL:** Proposals should include qualifications and ideas for parade float ideas. The proposal may also include samples of other artwork. Proposals must be received by email or mail by 5 p.m. March 30th, 2018.
- Town of Estes Park
%Kevin Benes
1125 Rooftop Way
Estes Park, CO 80517
Kbenes@estes.org*
- PAY:** This project pays \$12,000