



Request for Proposals (RFP)

Artists' Market Manager – Mt. Lebanon Partnership

Deadline to Submit: February 6th, 2026

About the Mt. Lebanon Partnership Overview

The Mt. Lebanon Partnership (MTLP) is a nonprofit organization dedicated to promoting the vitality of Uptown Mt. Lebanon through placemaking, events, and business support initiatives. Working in collaboration with the Municipality of Mt. Lebanon, MTLP leads community programming and economic vitality efforts that celebrate local businesses, artists, and the district's unique character.

MTLP invites qualified individuals or firms to submit proposals to manage the **2026 Mt. Lebanon Artists' Market**, a two-day juried outdoor arts festival held each fall in Uptown Mt. Lebanon. The selected contractor will oversee planning, coordination, execution, and post-event wrap-up in collaboration with MTLP leadership, municipal partners, and volunteers.

MTLP seeks a collaborative partner committed to inclusive and equitable artist recruitment, transparent jurying practices, and high-quality event production aligned with MTLP's mission and values.

Event Description

The *Mt. Lebanon Artists' Market* takes place annually in the fall in the heart of Mt. Lebanon's Uptown Business District. The two-day event attracts thousands of visitors and features 60–80 juried artists/artisans, live music, food vendors, and community engagement activities.

Governance & Decision-Making

The Artists' Market Manager will serve as the lead organizer and primary point of coordination. Strategic direction, artist selection approval, and major budget or scope changes will be reviewed collaboratively with the MTLP Executive Director (ED) and Executive Committee (EC). MTLP is committed to timely feedback and decision-making to support efficient event management.

Scope of Services

The Artists' Market Manager will provide comprehensive planning, coordination, and on-site management for the Artists' Market in close collaboration with the MTLP ED, EC, and Artists' Market Subcommittee (AMS).

Event Planning & Coordination

- Develop and maintain the event timeline, production schedule, and logistics plan
- Coordinate permits, street closures, safety planning, and municipal requirements
- Collaborate on event design, site layout, programming, and sponsorship fulfillment



Artist & Vendor Management

- Lead inclusive artist outreach, application, and recruitment efforts
- Administer a transparent jurying and selection process in coordination with MTLP leadership
- Manage artist and vendor contracts, communications, compliance, and logistics

On-Site Event Execution

- Provide on-site leadership for setup, operations, and teardown
- Coordinate volunteers, vendors, performers, and real-time issue resolution

Safety & Emergency Preparedness

- Confirm emergency access, crowd management, and safety plans with municipal partners
- Prepare a post-event summary report including attendance estimates, feedback, and recommendations

Post-Event Evaluation & Reporting

- Conduct post-event evaluation and prepare a summary report including attendance estimates, artist/vendor feedback, operational observations, and recommendations for future years.
- Participate in a post-event debrief session with the MTLP EC and AMS.

MTLP Responsibilities & Support

MTLP will provide governance oversight, marketing and communications support, sponsorship coordination, volunteer recruitment assistance, municipal liaison support, and administrative services including contracting and payment processing. Historical event documentation and templates will be provided as available.

Deliverables

- Event production plan and master timeline
- Final site layout and logistics plan
- Artist call materials and jurying documentation
- Final artist and vendor roster with communications packet
- Day-of run of show and safety plan
- Post-event summary report and recommendations

Investment & Terms

MTLP anticipates entering into a professional services contract with a total budget not to exceed **\$10,000**. Proposals should outline the proposed fee structure and demonstrate how the full scope of work will be delivered within the available budget. The following schedule reflects MTLP's planning assumptions; final milestones and payment timing will be established with the selected contractor.



Period	Estimated Hrs/Wk	Example Activities	Payment Notes
March – June 2026	5–8	Early planning, artist outreach and recruitment, artist jury coordination, site layout, vendor outreach	Monthly invoicing
July – August 2026	10–15	Logistics coordination, marketing support volunteer scheduling	Monthly invoicing
September 2026	15–25	Event preparation, on-site management, vendor and artist coordination	Payment upon completion of event
Post-Event (October 2026)	5–8	Wrap-up, vendor surveys, post-event report	Final payment upon submission of debrief

Insurance & Requirements

Professional liability insurance is required. Proof of insurance and a W-9 will be required prior to contract execution.

Proposal Requirements

Interested applicants should submit:

1. A brief proposal (no more than 3 pages) including relevant experience and approach to event management. Proposals should be submitted as a single PDF and include the respondent's name, business name (if applicable), and contact information.
2. Proposed fee structure and estimated total project cost.
3. A summary of availability (March–October 2026).
4. At least two professional references for similar event or festival management work

Evaluation Criteria

Proposals will be evaluated based on relevant experience, inclusive recruitment and jurying approach, ability to coordinate with municipalities and volunteer boards, cost effectiveness, and professional references.



MTLP reserves the right to reject any or all proposals and to request additional information.

Contract Term & Renewal

The contract is expected to commence within 30 days of execution and conclude October 31, 2026, following receipt of the post-event report. MTLP may, at its discretion, offer a one-year renewal for the 2027 Artists' Market based on performance, funding, and mutual agreement.

Submission Instructions

Please submit proposals electronically (PDF preferred) to:

Cate Irvin

Executive Director, Mt. Lebanon Partnership

Email: cate@mtlebopartnership.org

Website: mtlebopartnership.org

Deadline to Submit: Friday, February 6th, 2026