



Request for Proposals (RFP)

Artists' Market Manager – Mt. Lebanon Partnership

Deadline to Submit: February 27th, 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, community events, and business support initiatives. Working in close collaboration with the Municipality of Mt. Lebanon, MTLP celebrates local artists, businesses, and the district's unique character.

We are seeking a collaborative partner to help lead the 2026 Mt. Lebanon Artists' Market — a juried, two-day outdoor arts festival held each fall in Uptown.

About the Event

The Mt. Lebanon Artists' Market is a well-established, two-day outdoor festival that attracts thousands of visitors and features 60–80 juried artists, live music, food vendors, and community programming. This event has a strong foundation and an engaged volunteer base. We are seeking a manager who can steward the event thoughtfully while continuing to elevate artist experience and event quality.

The Opportunity

This role is ideal for an experienced event manager, arts administrator, or creative producer who enjoys working collaboratively with a nonprofit board and municipal partners.

The selected contractor will serve as the lead coordinator for the Artists' Market in partnership with the MTLP Executive Director and Artists' Market Subcommittee.

MTLP will provide:

- Marketing and communications support
- Sponsorship coordination
- Volunteer recruitment assistance
- Municipal liaison support
- Historical documentation and templates

This is a shared effort, not a solo production.

Scope of Services

Artist Recruitment & Jury Coordination

- Lead artist outreach and manage the call-for-artists process
- Coordinate and facilitate jury review in partnership with MTLP Board representatives
- Communicate selections and manage artist/vendor onboarding

Event Planning & Logistics

- Develop and maintain a production timeline
- Collaborate with MTLP and municipal partners on permits, street closures, and safety planning



- Coordinate site layout, vendor placement, and event flow

On-Site Event Leadership

- Serve as the primary day-of event coordinator
- Oversee setup, operations, and breakdown
- Support volunteers and troubleshoot real-time issues

Post-Event Wrap-Up

- Participate in a post-event debrief
- Provide a brief written summary with recommendations for future years

Timeline

MTLP will manage early Save-the-Date communications and application launch.

May – June 2026

Application management, jury coordination, early logistics planning

Estimated 5–8 hrs/week

July – August 2026

Operational planning, vendor coordination, volunteer alignment

Estimated 10–15 hrs/week

September 2026

Final preparation and event execution

Estimated 15–25 hrs/week

October 2026

Wrap-up and debrief

Compensation

MTLP anticipates entering into a professional services agreement not to exceed **\$10,000**.

Payment schedule will be structured collaboratively and may include monthly invoicing with a final payment upon completion of the post-event summary.

The contract is expected to conclude October 31, 2026. MTLP may offer a one-year renewal for 2027 based on performance and funding.

Who Should Apply

We welcome proposals from:

- Independent event producers
- Arts administrators
- Cultural festival managers
- Creative entrepreneurs
- Small firms with relevant experience

Prior experience managing arts festivals or juried markets is preferred but not required.



Proposal Requirements

Please submit:

- A brief proposal (no more than 3 pages) outlining your experience and approach
 - Proposed fee structure within the \$10,000 budget
 - Summary of availability (May–October 2026)
 - Two professional references
-

Insurance

The selected contractor will be required to provide appropriate insurance documentation prior to contract execution.

Submission Instructions

Please submit proposals electronically to:

Cate Irvin

Executive Director, Mt. Lebanon Partnership

Email: cate@mtlebopartnership.org

Website: mtlebopartnership.org

Deadline to Submit: Friday, February 27th, 2026