



THEATRE PUGET SOUND

Working to foster and advocate for a robust and equitable theatre community.

tpsonline.org | 206.770.0370 | tps@tpsonline.org

Theater Puget Sound (TPS) is looking for individuals or an organization to assume fiscal responsibility and day to day operations of the Seattle Fringe Festival (SFF). While the festival no longer fits within the mission of TPS, we believe that a continuing Fringe Festival is vital to the local theater community. Through this Request for Proposals process we are looking for an individual, group, or organization to take assume sole ownership. Those selected will have varied support from TPS in the first year of the festival in order to ensure a smooth transition.

Details:

Those interested should complete the Seattle Fringe Festival RFP with the details specified below. The awarded individual or organization will receive ownership of the following SFF assets:

- **Name**
- **Website and Facebook administration**
- **Archival records, scripts, posters, and available data**
- **Sole management of festival including hiring, curation, programming, etc.**
- **Free organizational membership to TPS until completion of the first festival**
- **Access to TPS facilities for meetings, office hours, etc. at a mutually agreed upon schedule.**

Background:

The original iteration of the Seattle Fringe Festival was launched in 1990. The last year of that program was 2003, when it ended due to fiscal challenges.

In 2012 TPS became a fiscal sponsor of SFF for a group of community members who wished to revive the festival. The festival included 21 shows in 5 venues on Capitol Hill: Northwest Film Forum (2 stages), Annex, Eclectic and Odd Fellows Hall. The application was strictly lottery, and was open to anyone.

In 2017, the final year of the festival, it moved to the Armory at Seattle Center. The scope of the festival, however, was larger than the available resources could support and so 2017 became the last year of the most current iteration of the Seattle Fringe Festival and the fiscal sponsorship agreement dissolved as per the terms in the contract. In an effort to ensure the continued success of the festival. TPS offers this opportunity for a new entities wishing to relaunch the Seattle Fringe Festival, the support and resources necessary to do so however all management and fiscal responsibility will be the responsibility of the selected entity.

TPS will provide

Along with the above assets TPS will also provide discounted access to TPS facilities for the first year of the Fringe Festival. Hours will be scheduled in advance and in consideration of both the regular scheduled Armory hours and of the production companies currently in residence in the Center Theatre. Run Crew, Front of House, Box Office or other festival needs will be the sole responsibility of the entity. TPS technical personnel will be charged at the regular rate available to all clients.

Performances spaces:

- **Center Theatre, 198 seats, full lighting/sound, separate green room, dressing rooms, available**

PO Box 19643, Seattle, WA 98109



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- **Black Box, 75-99 seats, limited lighting/sound, shared green room/dressing room space**
- **Theatre4, 60 seats, full lighting/sound, shared green room/dressing room space**

Selection Committee:

The TPS Membership Advisory Committee will be reviewing the proposals and will vote to make a recommendation to the TPS Board of Directors. The final decision will be voted on by the TPS board of directors. This process will include an interview portion.

Final transition details and contract details will be discussed with the selected entity.

If you have any questions please reach out to: **Laurie Lynch, Board Vice President,** laurie@tpsonline.org.

Application Details:

Those interested should include the following in their application. Applications due **January 5th**.

1. A resume or equivalent list of relevant experiences in theatre, arts marketing or fundraising experience, and/or festival management and/or curation.
2. Statement of interest to run the Seattle Fringe Festival.
3. What is your commitment to equity, diversity, and inclusion and how will that influence your curation and application process.
4. Explained financial holding arrangements (identified fiscal sponsor, umbrella 501c3, etc.) and budget narrative or sample budget.
5. A sample festival structure including proposed number of shows, venues, staffing structure, etc.

TPS values a diverse workforce, equitable process and practices, and an inclusive culture. We are committed to diversity in all areas of our work and encourage applications from all qualified individuals without regard to race, ethnicity, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status. We strongly encourage those from groups not normally represented within our industry, to apply.