



Dedicated to the Art of the Unique Print

MGNE SCOPE OF WORK: MGNE WEBSITE REPLATFORMING

The Monotype Guild of New England (MGNE) is seeking to contract an experienced website designer for the transfer and replatforming of existing website from WordPress to Squarespace. The work should include assessment/site research of existing mgne.org platform, converting layout and design of existing website to new Squarespace platform, and content transfer. Work should include two training sessions on Squarespace to edit site with MGNE team.

New Squarespace site will need to include template designs for exhibition pages, call for entries, calendar listing, and blog post. These template designs should be simplified for existing staff to update and maintain after launch. A Squarespace business plan will be purchased by MGNE separately.

Please note that existing members profiles may no longer be hosted on new Squarespace site. As a second phase to our website and membership platform update, we are considering linking to new membership platform on Wild Apricot. Additional potential add-on to scope of project would be transfer of existing membership platform from Members Planet to Wild Apricot, with one training session via Zoom for MGNE staff to edit site and one training session via Zoom for artist members on how to build membership profile pages.

Quotes should include hourly rates, project estimates and timeline for three levels of work:

- **Basic:** Build and transfer one page per large section and create templates for sections that will be updated (calendar listing, blog posts and exhibition pages). The estimate work is 18 pages, 1 blog post, 3 types of exhibition pages, and calendar. MGNE staff to complete transfer.
- **Complete:** Build and complete transfer of existing website (except for Membership profiles).
- **Mid-Level:** Build and transfer all the pages from basic, as well as last five years of exhibition pages.
- **Add-On for Wild Apricot:** Additional cost to transfer 300+ membership list from Members Planet to Wild Apricot. Create landing page in Wild Apricot for membership profiles and link to Squarespace site.

Project proposals should also include a cover letter, portfolio for website design and 2 professional references.

Proposals can be submitted via email to info@mgne.org with subject line "Proposal for MGNE Website Project." Cover letters should be addressed to Rebecca Torres, President of MGNE. Deadline for proposals is Nov 16, 2024.