



Formerly St. Christopher House

**Performing Arts Research Project  
Request for Proposal (RFP)  
Consultant to support new re-structuring  
Due Friday, September 22, 2023**

**1. Background**

West Neighbourhood House, formerly St. Christopher House, is a multi-service, neighbourhood-based agency that has served the diverse communities of downtown west Toronto since 1912. We serve children, youth, young adults, and older adults. The central purpose of West Neighbourhood House is to enable less-advantaged individuals, families, and groups in the community to gain greater control over their lives and community. West Neighbourhood House has a long history of community development and working with community partners.

West Neighbourhood House is in the process of re-structuring, and as a result we have temporarily paused our long-standing Music School Program to collect data that will inform future decisions. Our organization values and is committed to having a strong connection to the performing arts, particularly but not exclusively for children.

**We are actively seeking applications from Indigenous, Black and People of Colour, persons with disabilities, women and persons of all sexual orientations and gender identities/expressions.**

**We will provide accommodation throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please indicate the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.**

**2. Project Description**

The consultant will deliver the following:

- An environmental scan of performing arts teaching programs in downtown west Toronto program models currently being offered, locations, type of participants, fee structures, marketing strategies.
- A community needs and strengths assessment related to the teaching of performing arts in downtown west Toronto which includes research and consultations about what types of performing arts are in demand, gather input from community members on need (types of arts programming that are of interest, what are people willing to pay, what times are convenient for participants to attend), research how community members find performing arts, and identify gaps that West Neighbourhood House can potentially fill.
- Recommendations and options for West Neighbourhood House performing arts programming.
- A final report with findings and recommendations.

### **3. Qualifications**

The consultant shall possess the following experience and qualities:

- Commitment to have the interests of diverse low-income people at the centre of planning at a systems level;
- Strong skills in facilitation, conflict resolution and community development;
- Exceptional verbal and written communication skills;
- Experience with digital tools and strategies for communications, teamwork, and evaluation;
- Experience in arts administration, environmental scans and community needs/strengths assessments;
- Strong knowledge of the performing arts and community arts in Toronto;
- Must operate within a strong anti-oppression framework and view work through a Diversity, Equity and Inclusion lens;
- Demonstrated experience with non-profit community services. Knowledge and experience with performance arts programs would be a significant asset;
- Flexibility and capability to respond to the breadth of tasks involved in this RFP as well as emerging issues and opportunities.

### **4. Proposal Contents**

Proposals should include the following:

- a) A resume or profile of the individual(s) who will undertake this work including their qualifications and any current organizational affiliation(s),
- b) Your understanding of and interest in this project,
- c) Outline of a basic work plan with an estimated timeline for the project,
- d) An itemized budget inclusive of any related expenses you anticipate and applicable taxes, specifying:
  - daily rates and expected time commitments, and
  - other estimated costs and expenditures.

If selected for an interview, we will ask for 2 references who can speak to your previous work.

Please submit a proposal via email only to Zaria Duncan, Associate Executive Director, [zariadu@westnh.org](mailto:zariadu@westnh.org) with the Subject Title: “**RFP Response Performing Arts**”