



Hawai'i State Foundation on Culture and the Arts
Solicitation for Hawai'i State Art Museum (HiSAM)
FESTPAC – Hawai'i 2020
LOGSTICS COORDINATOR

Submission Deadline: October 31, 2019

250 South Hotel St, 2nd floor, Honolulu, HI 96813

Website – <http://www.hawaii.gov/sfca>

FESTPAC – HAWAI’I 2020 AT HISAM

The State Foundation on Culture and the Arts (SFCA) will be a sponsor and venue for programming relating to FESTPAC – Hawai’i 2020 and will host an exhibition dedicated to artwork in the SFCA collection that relates to the FESTPAC themes. These programs require planning, coordination, and hands-on management. To be successful and have an impact on the community, the event requires personnel who are dedicated and focused solely on cultural programming.

FESTPAC – HAWAI’I 2020

The Festival of Pacific Arts & Culture (FESTPAC) is the world’s largest celebration of indigenous Pacific Islanders, drawing artists, cultural practitioners, scholars and officials from member nations of the Pacific Community (SPC). FESTPAC is held every four years in a different Pacific Island nation, and Hawai’i is honored to host this dynamic showcase of Oceanic arts and culture from June 10 – 21, 2020.

FESTPAC-Hawai’i 2020 will feature live performances, cultural workshops, hands-on demonstrations, film, storytelling and more, exemplifying the diversity of traditional and contemporary arts and culture across Oceania. The event will also underscore the urgent issues Pacific Islanders face – from rising sea levels and the death of coral reefs to widening social inequality – as a way to illuminate our path toward the future. <https://www.festpachawaii.org/>

BACKGROUND

The Hawai’i State Foundation on Culture and the Arts (SFCA) was established in 1965 as the official state arts agency of Hawai’i to promote, perpetuate and preserve culture and the arts in Hawai’i. The purpose of the Art in Public Places Program is enhance the environmental quality of the public state buildings and spaces for the enjoyment and educational and cultural enrichment of the public. <http://sfca.hawaii.gov/>

The Hawai’i State Art Museum (HiSAM) is located on the 2nd floor of the No. 1 Capitol District Building, 250 South Hotel Street, in downtown Honolulu, Hawai’i. Admission is always free. The museum is open Monday – Saturday, 10:00 am – 4:00 pm, and with extended hours on the first Friday of each month from 6:00 – 9:00 p.m., except for state and federal holidays. View some of the best contemporary art from across the state of Hawai’i in our exhibits.

Hawai'i State Foundation on Culture and the Arts

FESTPAC – Hawai'i 2020 @ HISAM

LOGISTICS COORDINATOR

Logistics Coordinator responsible for coordination of event for FESTPAC – Hawai'i 2020 at the Hawai'i State Art Museum (HiSAM).

Logistics Coordinator – Responsible for event management and logistics at the Hawai'i State Art Museum from June 10 – 21, 2020.

Time of performance:

- Contract dates November 15, 2019 – June 30, 2020
- Event management required to support eight days of programming.
- A minimum of three evening events.

Requirements:

- Must have experience in event planning and management in Hawai'i.

Must submit:

- Resume
- Description of past event management work in Hawai'i
- References
- Itemized budget

Scope of Work:

- Work directly with PA'I Foundation representative, Cultural Programming Coordinator, and SFCA to schedule 8 days of event management to support programming performances and demonstrations at the Hawai'i State Art Museum.
- Work with the FESTPAC – Hawai'i 2020 committee, PA'I Foundation representative, Cultural Programming Coordinator, and SFCA to coordinate lodging for SFCA presenters
- Coordinate food for up to 100 presenters each day of the festival, to be paid for by the SFCA.
- Coordinate with food vendors and SFCA for sale of food to the public.
- Work with the FESTPAC Marketing Contractor and SFCA's information specialist to ensure the presentation schedule is widely circulated.
- Schedule transportation for daily presenters between the University of Hawai'i dorms, the Convention Center, and the Hawai'i State Art Museum (minimum of three buses per day, paid for by SFCA and coordinated with Cultural Programming coordinator).

- Responsible for overseeing the ordering, installation, and break down of tents, staging, tables, chairs, lighting, sound, restrooms, etc. (paid by SFCA).
- Manage the presenters' dining area room 109
- Coordinate with private security and sheriffs, ensuring event site is safe and someone is on-site from opening through clean-up each day (paid by SFCA).
- Coordinate the daily cleaning of the front lawn and restrooms at a minimum of two times daily (paid by SFCA).