



## TOWN OF COMOX

1809 Beaufort Avenue Ph: 250.339.2202  
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### REQUEST FOR EXPRESSIONS OF INTEREST NAUTICAL DAYS FESTIVAL PRODUCER

Expressions of interest (“Applications”) should be addressed and delivered to the attention of Twyla Slonski, Confidential Secretary, Town of Comox, 1809 Beaufort Avenue, Comox, BC V9M 1R9 no later than 4:00 pm., on April 20, 2018 (the “Closing Date”).

#### Submission Instructions:

1. Applications should be in sealed envelopes marked with the Applicant’s name and the Request of Expressions of Interest (RFEI) title: “Nautical Days Festival Producer”.
2. The Town Hall is open Monday to Friday, 8:30 am – 4:30 pm., and closed on Saturdays, Sundays and statutory holidays.
3. Interested individuals are invited to attend the Town Hall and view the “Comox Nautical Days Production Manual” for additional information pertaining to the function/requirements of facilitating Comox Nautical Days. ***Applicants must contact T. Slonski to arrange an appointment for viewing.***

Any questions related to this RFEI must be submitted in writing and may be emailed to the attention of:

**Twyla Slonski, Confidential Secretary**  
**Town of Comox**  
**1809 Beaufort Avenue**  
**Comox, BC V9M 1R9**  
**email: [twyla@comox.ca](mailto:twyla@comox.ca)**

#### ***General Information***

Comox, located on the east coast of south-central Vancouver Island, boasts a seaside location, mountainous horizon, and rich farmlands throughout the valley. With a temperate year round climate, a population of approximately 14,000 with nearby forests, unsurpassed recreational opportunities, beaches and the ocean, Comox offers every enjoyable pursuit imaginable – including an outstanding community oriented festival known as Comox Nautical Days.

As we approach our 60<sup>th</sup> year of hosting Comox Nautical Days, the Town of Comox is seeking expressions of interest from individuals interested in filling the role of Festival Producer on behalf of the Town of Comox. This quintessential festival, held annually over the August long weekend, continues to grow on an annual basis attracting thousands of visitors and over 1,400 participants throughout the weekend.

### ***Scope of Work***

To fill this important role on behalf of the Town of Comox, we are searching for an individual with exceptional organization skills, an individual who is community-minded, customer focused and excited to work with multiple community organizations and volunteers to provide an exceptional weekend of enjoyment and entertainment for all who attend. An individual who has prior experience in major event production would also be considered an asset. We are also wishing to attract an individual who will carry on the success of this festival for many years to come.

In addition to the above, the successful individual will be available as follows:

- a. Work with the Town's current Festival Producer leading up to and including preparation for this year's festival being held August 4, 5 & 6, 2018 including festival wrap up procedures.
- b. Assume full responsibilities of Festival Producer effective September 1, 2018.

### ***Evaluation Criteria & Process***

The Town will determine if each Applicant, based on its submission, has the capability and experience to deliver the festival as outlined above, including the ability to meet the festival objectives/requirements as outlined in the Comox Nautical Days Production Manual.

Preference may be given to an individual who is able to outline how they may be able to enhance this annual festival including maximizing the culture and experience of those who attend and participate in all aspects of the festival.

### ***Application Requirements***

The Town of Comox requests that Applicants include the following in their submissions:

1. Cover letter and resume highlighting your work experience, skills and abilities in being able to fill the role of Festival Producer. Please include a brief overview of your proposed approach and vision in being able to undertake this community event and how you will continue to build on its success.
2. Compensation – historically, this position has been provided on a voluntary basis and more recently, a nominal level of compensation. Interested individuals are being requested to include with their submission what, if any compensation is being requested to assume the responsibilities of Festival Producer on behalf of the Town.

### ***Confidentiality***

All submissions received by the Town of Comox will be held in confidence by the Town, subject to the provisions of the *Freedom and Information and Protection of Privacy Act*. Any information relating to this RFEI obtained by an Applicant as a result of participation in this RFEI should be deemed to be confidential and must not be disclosed without prior written authorization from the Town.

### ***No Obligation***

Notwithstanding anything in this RFEI, including the submission of Applications by Applicants, the evaluation of Applications by the Town, or any discussions or negotiations between the Town and any one or more Applicants, the Town is under no obligation to award the position of Festival Producer to any Applicant.