

CITY OF OCEAN SPRINGS
REQUEST FOR QUALIFICATIONS
TECHNICAL CONSULTANT

GENERAL INFORMATION

The City of Ocean Springs is currently accepting Qualification Statements with supporting documentation for a Technical Consultant. The City is seeking a Technical Consultant for the purpose of overseeing the technical operation of events and to maintain the theatre and technical equipment at the Mary C. O’Keefe Cultural Center. The requirements are listed below.

QUALIFICATION STATEMENT RESPONSE REQUIREMENTS

Qualification statements for the position should include the following criteria:

- 1) **Qualifications**
- 2) **Experience**
- 3) **Past Performance (Include references)**

Qualifications will be reviewed by a Selection Committee using the above selection criteria. A written contract will be awarded to the Technical Consultant whose proposal is determined by the committee to be the most beneficial to the City. The Mayor and Board of Aldermen to the City of Ocean Springs reserve the right to reject any and all proposals and to waive any irregularities or informalities in the proposal process.

QUALIFICATIONS

- Have thorough knowledge of theatre operations including but not limited to: stage and equipment maintenance, sound and light operation, and technical event management.
- Previous experience in a community or professional theatre is required, with 5+ years of experience preferred.

SCOPE OF SERVICES

- Manage operations of the Trent Lott Theatre including stage, equipment, and auditorium maintenance

SCOPE OF SERVICES continued

- Oversee the installation, storage, and upkeep of all equipment belonging to the theatre, and make recommendations for upgrades, needed equipment, and expendable goods
- Repair equipment when needed
- Keep an accurate inventory of all equipment
- Maintain a stage lighting plot
- Maintain all sound reinforcement
- Design lighting plots for incoming performances, hang light fixtures, and focus lights as needed
- Design sound reinforcement for upcoming performances when sound is not contracted out per tech rider or MOU
- Maintain a safe working environment, following standard theatrical practices in rigging, lighting, and fall protection
- Communicate with renters concerning technical needs for productions
- Work with Arts and Culture Coordinator and/or theatre management group in production meetings in advance of events to determine best course of action for equipment requests, auditorium staffing, load-in, run-of-show, and load out/reset of the auditorium
- Test equipment to ensure proper operation
- Work with outside vendors/partners to bring in needed crew or production to meet a show's needs

QUALIFICATION SUBMISSION DETAILS

Qualification packets shall be sealed and properly labeled as:

- QUALIFICATIONS FOR TECHNICAL CONSULTANT, OCEAN SPRINGS, MISSISSIPPI

Send or deliver your Qualification packet by mail or in person, as follows:

If Delivery by Mail: CITY OF OCEAN SPRINGS
Attn: City Clerk Patty Gaston
Post Office Box 1800
Ocean Springs, MS 39566-1800

If Hand Delivery: City Clerk Patty Gaston
1018 Porter Avenue (City Hall)
Ocean Springs, Mississippi

Proposals may be delivered or mailed to the following no later than January 8, 2021 at 3:00 p.m.