



# CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic  
Development

**Production Coordinator Contract  
Request for Quotes  
Due Monday, February 25, 4:00 pm**

The City of Hagerstown seeks to contract a Production Coordinator for *Imagine Hagerstown*, four weekends of music and arts events taking place in several outdoor venues in downtown Hagerstown. Friday nights, June 7, 14, 21, and 28 will feature bands in University Plaza, a pocket park with a stage, at 50 W. Washington Street. Saturdays, June 8, 15, 22, and 29 will feature music, dance, circus, storytelling, visual arts, spoken word, and bands in several places along the Cultural Trail. A stage will be brought in and several pop-up tents will be erected. Both venues will have sound reinforcement and stage lighting.

This Production Coordinator will be an independent contractor and not an employee of the City of Hagerstown.

**Scope of Work:**

- Serving as main liaison with sound, stage, and lighting companies.
- Serving as main liaison with bands and other artists in advance of event regarding their technical requirements.
- Working with Event Coordinator and other City staff on logistics of event.
- Identifying and coordinating rentals of other equipment as needed.
- Being onsite for all 8 days of the event to serve as point of contact for sound, stage, and light companies, greet bands, oversee band load-in, assist with event set-up and strike including pop-up tents and signage, and troubleshoot any production issues that arise.
- Meet at least once a week from March through May with Event Coordinator to review event progress and attend logistics meetings with City Staff leading up to event (schedule TBD).
- Take a crowd control course to become crowd control certified (City will offer this course to Production Coordinator at no cost).

**Time:**

- Pre-Event Hours : March, April, May
  - 11 weeks - approximately 5-8 hours a week. Estimate of total pre-event hours is between 55-88 hours.
  - During this time frame, there will be at least one weekly meeting with Event Coordinator during regular business hours (M-F, 8-4:30 pm) and other meetings with City staff as necessary and scheduled during regular business hours (M-F, 8-4:30 pm).
- Event Hours: Production Coordinator **must** be available on the following days:
  - Fridays, June 7, 14, 21, and 28, from approximately 1 pm-10 pm (9 hours/day; 36 hours total)
  - Saturdays, June 8, 15, 22, and 29, from approximately 10 am-6 pm (8 hours/day; 32 hours total)

For consideration, please provide:

- A resume outlining your experience in this field.
- Your requested fee to provide the services requested. Please provide a flat fee.
- Names, phone numbers, and email addresses of two references who can speak about your experience as a production coordinator.

*\*Scope of work is offered here for purposes of obtaining quotes. Final scope may vary and will be detailed in contract.*

Please send quotes by **Monday, February 25, 4:00 pm** to:

Kitty Clark  
Community Events Coordinator  
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