



May 28, 2010

ATTENTION NOVA SCOTIA TECHNICAL DIRECTORS

Molson Canadian Nova Scotia Music Week, (NSMW 2010), to be held in Yarmouth, Nov 4-7, 2010 is now tendering for Technical Director Services.

The successful applicant/company will take overall responsibility to oversee all technical requirements for Molson Canadian Nova Scotia Music Week with input from the Chairperson of NSMW 2010, Music Nova Scotia Executive Director, (herein defined as Principles), Music Nova Scotia Event Coordinator, or designates.

The following is a list of events and the responsibilities associated with each specific case: (may be subject to change)

- **Awards Show:** In collaboration with the producer and through consultation with the Event Coordinator and Principles, provide consultation and technical expertise on all production requirements.
- **Showcases:** Define and produce tenders for sound and light equipment including backdrops/piping and other extraneous supplies. Produce tender for sound and light operators (may be supplied by winning supply company on approval.) Determine, with Principles, the winning tender.
- **Contact Room:** Consult with Manager or designate for technical needs and secure same.
- **Industry Awards Brunch:** Available for consultation with Event Coordinator, for technical and backline needs.
- **Conference Seminars and Buyer's Program:** Available for consultation with Event Coordinator for all technical/operator needs and secure same.
- **Songwriters Circle:** Available for consultation with Principles for all technical/operator needs and secure same.
- **Welcome Reception:** Available for consultation with the Principles for all technical/operator needs and secures same.
- **Late Night Jam/Post Awards Party:** Available for consultation with the Principles for all technical/operator needs and secures same.
- **Backline:** The Technical Director in consultation with the Principles will define and tender for backline services for all components.

- **Advancing:** The Technical Director will be responsible for advancing the technical and backline requirements for all Molson Canadian Nova Scotia Music Week performing artists and conference producer. Stage plots and input lists will be provided to the Technical Director by the Music Nova Scotia Event Coordinator.
- **Scheduling:** The Technical Director will secure and schedule all technical and support crews to include Stage Managers, Stage Hands, Loaders etc. and will coordinate Load In/Out with Venue Operators, Trucking Companies, MNS Committee Chairs/Staff, etc. **The Technical Director will also schedule all event sound check times and ensure these times are advanced with artists, venues, and other support staff/volunteers in a timely fashion.**

The Technical Director, in conjunction with the Principles or Committee Chairpersons, is responsible for other requirements such as sourcing Stage Managers, identifying experienced volunteer stagehands, back stage manager and assistants. Please note that the NSMW 2010 Volunteer base can supply all runners, and non-technical personnel. The Technical Director must interact with many staff and volunteers within the event structure, and requires someone with excellent multi tasking and communications skills.

Principles will negotiate all final contract(s) with supplier(s).

SUCCESSFUL APPLICANT MUST BE PREPARED TO WORK WITHIN A DEFINED BUDGET AND MUST BE AVAILABLE FOR ONSITE CONSULTATION AS NEEDED PRIOR TO THE EVENT AND DURING THE WEEK OF NOVEMBER 4-7, 2010.

A COMPREHENSIVE WRITTEN REPORT TO THE EVENT CHAIR WILL BE EXPECTED WITHIN ONE MONTH FOLLOWING THE EVENT.

Criteria:

- The total cost of the proposal including all transportation, accommodation and out-of-pocket costs
- The experience and reputation of the person/company
- References

Please forward your response to:

scott@musicnovascotia.ca

Tenders must be received at the above address prior to 5 p.m. Friday June 4, 2010.

Music Nova Scotia will acknowledge all tenders at the time of receipt and may contact the company for further information to assist in its deliberations. All respondents will be informed of the selection decisions should Music Nova Scotia proceed with any one or more of the tenders. Please note that the lowest or any tender not necessarily accepted.

By issuing this tender Music Nova Scotia has made no commitment that it will form a contractual relationship with any of the respondents. The MNS Board retains the absolute discretion to use the information submitted to it in any manner it chooses. Notwithstanding the foregoing, the MNS will not divulge any proprietary or commercially confidential information contained in the tenders provided that this information has been clearly identified in writing and is not otherwise available in the public domain or has not been provided to MNS by a third party, without the permission of the owner of the information.

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Education and Events Coordinator

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