



June 2, 2011

ATTENTION NOVA SCOTIA TECHNICAL DIRECTORS

Molson Canadian Nova Scotia Music Week, (NSMW 2011), to be held in Yarmouth, Nov 3-6, 2011 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 2011, 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 and through consultation with the Event Coordinator and Principles, define and produce tenders for sound and lights equipment, staging and extraneous supplies. Determine and select, with Principles, the winning tender.
- **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 company on approval.) Determine and select, with Principles, the winning tender.
- **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.
- **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.

NSMW Technical Director, in conjunction with the Principles or Committee Chairpersons, is responsible for other requirements such as sourcing professional Stage Managers, identifying experienced volunteer stagehands, back stage manager and assistants. Please note that the NSMW 2011 Volunteer base can supply all runners, and non-technical personnel. NSMW 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 3-6, 2011.

A COMPREHENSIVE WRITTEN REPORT TO THE EXECUTIVE DIRECTOR IS 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. Thursday June 9, 2011.

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. Music Nova Scotia retains the absolute discretion to use the information submitted to it in any manner it chooses. Notwithstanding the foregoing, Music Nova Scotia will not divulge any proprietary or commercially confidential information contained in the tenders.

For more information, please contact:

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