



## Request for Proposals - Equity, Inclusion and Diversity Consultant



(CounterPulse's neon sign lighting, Scott Fin, 2016)

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Issued: June 17, 2019  
Position open until filled

### Overview

CounterPulse seeks an experienced Consultant with experience evaluating and strategizing equity, inclusion and diversity in organizational design. The selected Consultant will work with staff and internal CounterPulse community members to audit, evaluate and make recommendations on internal equity at CounterPulse. The Consultant will help grow awareness of CounterPulse's internal bias, power dynamics and collectively determine appropriate adjustments to workplace culture, programming, and the organization's strategic plan. The overall Project Timeline is June 2019 - November 2020, with the primary Consultant engagement occurring July 2019 - December 2019.

The Consultant's findings will be key in informing our next steps of implementing changes to our organizational design and strategies that reflect CounterPulse's values.

Through interviews and surveying with CounterPulse staff and stakeholders, including those coming from historically marginalized groups in our community, the Consultant's findings inform the revising of CounterPulse's current Theory of Change to include values, strategies and intended outcomes related to internal equity.

The Consultant will work primarily with CounterPulse Communications Director, Justin Ebrahemi, and Operations Manager, Zerena Diaz—two young people of color working as arts administrators at CounterPulse. Additional staff will support the Consultant in designing and implementing the project.

This project is funded through the William and Flora Hewlett Foundation.

## About CounterPulse

CounterPulse has provided space and resources for emerging artists and cultural innovators, serving as an incubator for the creation of socially relevant, community-based art and culture for over 25 years (1991). CounterPulse serves dance, performance, and multimedia artist and audience, who tend to be younger, lower-income, and diverse in sexual-orientation, gender-representation, and ethnic backgrounds. In Spring of 2016, CounterPulse moved to a fully renovated facility in the Tenderloin neighborhood of San Francisco that includes a state-of-the-art black box theater, two studios, and a gallery space. The facility project has placed CounterPulse on the national stage, most recently receiving a 2017 Inspiration Award from CONTRACT magazine. CounterPulse is a 501c3 non-profit organization with an annual budget of approximately \$1.5 million, eight full time staff, two half time staff and a 12 member board.

It is CounterPulse's mission to build a movement of risk-taking art that shatters assumptions and builds community. We serve as an incubator for the creation of socially relevant, community-based art and culture. CounterPulse acts as a catalyst for art and action; creating a forum for the open exchange of art and ideas, sparking transformation in our communities and our society. We work towards a world that celebrates diversity of race, class, cultural heritage, artistic expression, ability, gender identity and sexual orientation. We strive to create an environment that is physically and economically accessible to everyone.

CounterPulse has a suite programs including a three track residency and commissioning program, a co-production program, a fully produced and marketed season of events, a number of place-based programs with local Tenderloin residents, and a fiscal sponsorship program.

## Project Scope

Ideally a planning session will begin as soon as June 2019 and audit interviews with CounterPulse stakeholders will continue through September 2019, with further consulting meetings regarding executing deliverables spanning through November 2020 as needed. The exact timeline and schedule is flexible, and will be determined in an initial planning meeting with the selected Consultant. The stipend available to the selected Consultant is \$3,000-\$5,000 depending on rate and number of sessions. The exact amount will be determined as part of the final contracting process.

## Proposal Process

Interested candidates should submit a resumé and cover letter to CounterPulse. Position open until filled. In your cover letter please address:

- How your experience is applicable to supporting CounterPulse in the area described in the overview.
- A description of how you would structure the internal equity audit with staff and CounterPulse stakeholders.
- A summary of how you would present research findings and recommendations following your equity audit.
- Your deliverables schedule with associate rates
- Your process for achieving impact with organizations or communities interested in realizing internal equity and non-hierarchical power structures.
- Your familiarity with curatorial processes, performance art, and/or dance.