
11.10.21 Request for Proposals

Studio Operations Consulting Services



Expression of Interest: November 26th, 2021

Closing: December 6, 2021

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About Us

The Public is an activist design studio specializing in changing the world. We are a community-centred, social justice design studio that works alongside non-profits, grassroots organizations, and other progressive initiatives. Our small studio is made-up of designers, artists, educators, and organizers based in Toronto, Ontario, Canada. To learn more about us and see our work visit thepublicstudio.ca.

Scope of Consultant Work

What we're looking for

The Public is looking for an experienced consultant to support a shift in our studio operations. We are a small team that works in unique and responsive ways to meet the needs of our clients and our own needs as workers. As we continue to grow, we are looking for someone who can evaluate our workflow—surveying our day-to-day, design processes, production management and project management—and recommend processes of operation that support our complex organizational and interpersonal needs.

To support us as we adapt and grow as a studio, we're looking for an experienced candidate to do the following:

1. Studio Systems Audit

- Engage with the studio via team/group consultation, and individual interviews
- Build understanding of studio culture, mandate, and scope of work
- Capture needs, wants and studio goals regarding workflow and production processes
- Identify needs with regards to wellbeing and profitability
- Survey of studio metrics: monthly, yearly revenue vs. project load

2. Studio Operations Recommendations

- Develop customized systems for internal organization and production processes
- Recommendations should:
 - Leverage studio strengths, and draw on worker needs and capacities to develop systems for project scheduling, workflow and collaboration
 - Outline monthly goals for studio metrics that align workload patterns with revenue needs
 - Incorporate a round of feedback from staff team

3. Operations Manager Job Description

- Develop job description for our next staff member who will manage and maintain studio operations systems outlined in the recommendations
- Potential to support with on-boarding and training new staff member

Project Goals

- To increase the long-term sustainability of studio processes and workflow
- To maintain our capacity as a studio to produce meaningful work
- To grow our studio in new and exciting directions, and set the stage for the smooth onboarding of our next team member

We're looking for someone with

- Experience with small business, non-profit/arts and/or creative consulting
- Strong facilitation and interpersonal skills
- Knowledge related to design processes, with a willingness to develop customizable approaches to design project management
- An interest in connecting big picture vision with the details of work processes and systems
- Openness to and excitement about non-traditional (anti-capitalist) approaches to operating a small business that centre relationships (with each other, and with clients)
- A social justice grounding and an anti-oppressive framework

Timeline

Please submit an expression of interest along with any other questions by Friday, November 26th. You may submit your interest through [this form](#). We will respond to all questions by November 29th.

Application Process

Final applications due – **December 6th, 2021**

Selected candidates will be contacted – **by December 8th**

Selected candidates will be interviewed – **by December 14th**

Consultant Work

Studio Systems Audit — mid-January 2022

Studio Operations Recommendations — mid-February 2022

Operations Manager Job Description — March 1st, 2022

Project Budget

Our working budget for this work is \$3,000; we invite consultants to outline a budget that is in-line with services offered.

Submission

If you've expressed interest in this position, we ask that you submit the following to people@thepublicstudio.ca by **Monday, December 6th at 5PM (EST)**:

1. Consultant Profile, Qualifications and Experience

- Name, Title and Contact Information
- A short statement of interest that demonstrates how your past experience equips you for this work
- Description of services offered

2. Process Proposal

- Description of workplan, approach to facilitating and designing studio operations systems
- Proposed cost, broken down by phase, with an itemized breakdown of fees and deliverables, including taxes and expenses

3. References & Sample Work

- Provide two references
- Optional: case study of previous work

For transparency, we will be assessing applications through: **demonstrated experience** (40%); **alignment with studio values** (30%) and **pricing** (30%).

The Public's work is rooted in values of equity and anti-oppression. As a studio made up of queer, trans, marginalized and BIPOC identities, we welcome proposals from consultants or groups who understand the need for different, relational ways of working, and who share our vision for a better world.