



LEE CULTURAL COUNCIL

TOWN HALL
32 MAIN STREET
LEE, MA 01238



EVENTS PLANNER ADVERTISEMENT

The Lee Cultural Council is accepting proposals from qualified or interested applicants for the purposes of planning cultural events, fundraising, and marketing for the Town of Lee Cultural Council.

Please provide an annual proposal, including:

1. Fundraising plan for administrative costs, events, talent fees and salary;
2. Marketing and public relations plan;
3. Specific event ideas to be sponsored by the Council;
4. Educational outreach plan;
5. Public outreach, participation and access plans; and
6. Fee for your services.

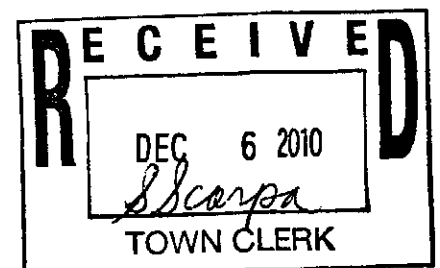
Duties shall include, but are not necessarily limited to:

1. Communication with and reports to the Lee Cultural Council or other town boards or officials;
2. Public relations/marketing;
3. Fundraising;
4. Planning and producing events;
5. Obtaining and coordinating volunteers to assist event planner and council in general;
6. Educational outreach; and
7. Coordination of public input, access and participation.

Please also provide information regarding how the Town of Lee shall benefit from the Council providing cultural events in town and who else may benefit from such events.

Finally, please provide your hourly, weekly or monthly fee for providing temporary or limited services.

Send proposals to Lee Cultural Council, 32 Main Street, Lee, MA 01238. Proposals must be received on or before December 30, 2010 at 4 pm



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