



Arts & Culture Terms of Reference

Role of the Committee

This Committee is responsible to review all entertainment and artist submissions and provides short listed selections, intended to represent the diversity of the community and all artist mediums, including visual artists and writers. Assist Logistics Manager and Stage Managers in developing stage lists, collecting bios, coordinating contracts, and handling entertainment needs. Assist the Stage Manager(s) with day to day requirements during the Pride Festival. Research all queer artists in Canada.

Volunteer Committee Structure

Membership

- The membership of the Volunteer Committee shall comprise of FIVE (5) to FOURTEEN (14) community members, belonging to or in allyship with the Gender and Sexually Diverse community and Calgary Pride.
- Members are recruited and placed by Committee Leaders, supported by the Management Team (consisting of 3 Managers) or their delegate. Additional members may be sought with specific, identified content expertise.
- All Committee Members are asked to commit to a minimum of one year, but may move into a Leadership position at any time. Committee Members may sit on up to THREE (3) Committees at any time.

Leaders & Volunteer Coordinator

- The Volunteer Committee will have one Committee Leader or two Committee Co-Leaders, supported by the Management Team or their delegate.
- Leaders are asked for a two year commitment, but may apply for a Board Position at the end of one year.
- Committee Leaders may only sit on, and lead ONE (1) Committee at any time.

Accountability

- The Committee Members will report to the Committee (co)-Leader(s), and both the Volunteer Coordinator and Leader will be further supported by the Management Team or their delegate.



CALGARY PRIDE

The Committee Leader will direct committee activities and initiatives to support the following, and are responsible to document this, and committee communications in Asana:

- Curates arts and programming
- Reviews all entertainment submissions and provides short listed selection of proposed entertainment for Pride Week, including providing and declining offers
- Curates stage line up intended to represent diversity of the community and artist mediums
- Collects all bios, photos and social media links and facilitates information to marketing committee
- Manages administrative framework including contracts, tech riders, and support for entertainment
- Reports on the overall production of stages intended for grant applications
- Collaborates with Social Media committee to ensure that all entertainment is posted
- Provides tech & hospitality requirements to Logistics Manager & Site operations
- Utilizes Zonefest to make sure tech and hospitality is included in entertainment applications
- Engages with the Jury to ensure fair representation of performers
- Collaborates with Accessibility committee for performance viewing and ASL requirements and any other accessibility needs
- Works with the Community Engagement committee to engage new performers and producers.
- Collaborate with Alchemy to ensure correct posts are being posted on ALL performers

Meetings

Meeting frequency will be as follows and may occur in person, or on the phone:

- July - Aug: Weekly
- Sept: Event Review & Celebration
- Sept - June: Monthly

April to September the committee will be actively engaged in

- Reviews all entertainment submissions and provides short listed selection of proposed entertainment for Pride Week, including providing and declining offers
- Actively Identifies lack of diverse representation and seeks to fulfill

July to September meetings will be focused primarily around:

- Reviews all entertainment submissions and provides short listed selection of proposed entertainment for Pride Week, including providing and declining offers
- Curates stage line up intended to represent diversity of the community and artist mediums



CALGARY PRIDE

- Collects all bios, photos and social media links and facilitates information to marketing committee
- Manages administrative framework including contracts, tech riders, and support for entertainment
- Reports on the overall production of stages intended for grant applications

Terms of Reference Review

Terms of Reference for the Volunteer Committee will be reviewed as required and at least once annually at the first meeting following the AGM.

Members are accountable to each other for maintaining a collaborative culture of mutual respect, transparency and celebration!