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**KATE D. LEVIN**  
*Commissioner*

Over the next year, a new grant program will be created to promote and enhance live theater in New York City. The funding for this program was created pursuant to a New York City Zoning Resolution action enacted in 1998. The Zoning Resolution created a series of incentives and controls aimed at the preservation and enhancement of the midtown theater district as a cultural, theatrical and entertainment showcase. A Theater Subdistrict Council was also established in order to manage these funds. For background, please see the detailed program description (currently under public review) of the proposed grant initiative and the plan for distributing grant dollars, which includes a consultant scope of work.

The Theater Subdistrict Council solicits proposals from arts professionals interested in working as the grant coordinator for this new program. We encourage applicants to review the program description and project scope, and submit a proposal for consideration. The consultant will work in consultation with the New York City Department of Cultural Affairs (DCA) to draft the grant application, oversee application review and funding recommendations, and administer at least the first part of the grant program. The Council has authorized expenditure for retaining a consultant, but the exact expenditure will be determined by the Council in part based on the volume of applications received. It is the Council's intent for staffing costs not to exceed 5% of the funds available in the initial grant period.

While the current timetable is tentative, the consultant may be expected to begin work in early May and provide grant-related services through November/December 2008, although the consultant is not expected to be full time throughout that time period.

Submissions of interest for the position of grant coordinator should include the following:

- A Resume that emphasizes, as applicable, experience with the following:
  - a) grant application and panel review processes
  - b) working knowledge and interest in theater
  - c) constituent outreach and relations
- Two writing samples that highlight proposed grant process and explain complex concepts and/or evaluate an idea or issue
- 3 references
- Compensation expectations. Please estimate fees based on a scope of work that begins with design of the grant application discussed in the enclosed materials, through the announcement of the outcome of the initial grant period. Indicate hourly charges and the number of hours you anticipate the tasks require.

If you are interested, please forward your proposal to the attention of Kathleen Hughes by email at [khughes@culture.nyc.gov](mailto:khughes@culture.nyc.gov) by close of business, no later than April 28, 2008.