



5340 N Interstate Avenue  
Portland, OR 97217 4571

503.823.4322  
503.823.2061 fax  
info@IFCCarts.org  
www.IFCCarts.org

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Kimberly Howard

## **2009-2010**

## **IFCC PERFORMANCE/PRODUCER**

### **Guidelines and Application**

The IFCC Programming Committee is currently accepting production proposals for its 2009-2010 performance season running July- June. First time producers to veterans, new plays to classics, multimedia plays to music are all encouraged to apply. Please read the following guidelines carefully before submitting your proposal.

IFCC is generously supported by:



PORTLAND PARKS & RECREATION

Oregon Community Foundation, PGE Foundation, The Collins Foundation, Regional Arts and Culture Council, Pacific Power Foundation, Nike Factory Stores, The Autzen Foundation, Oregon Arts Commission, The Rose E. Tucker Charitable Trust, Wells Fargo Bank, The Black United Fund of Oregon, The Fred Meyer Foundation, Kaiser Permanente

The Interstate Firehouse Cultural Center (IFCC) is a multidisciplinary arts center that awakens cultural awareness by creating an environment where artists and audiences explore, honor, and celebrate diversity.

## IFCC Performance/Producer Guidelines

### IFCC AND GUEST RELATIONSHIP

IFCC is not a producing entity except for the rare event or program. Rather IFCC is a place for professional and emerging performing artists and production companies to produce work. We view our tenants as artistic partners and guests. We seek productions that will grow and thrive in relationship to our mission. In addition to offering an excellently appointed venue, we are available for consultation, resource information and professional mentorship at no additional cost. We also offer inclusion on our website along with other marketing opportunities.

You may choose to be an IFCC Guest who rents the space for a single project or you may apply to become a Resident Company. Resident Companies produce 2-4 projects in a calendar year. These projects can include workshops, performances and events. They also enjoy a more involved relationship with the IFCC sharing in marketing efforts, as well as gaining access to limited rehearsal space and development opportunities.

### TIME AVAILABLE

Individuals and Companies may apply for one night or up to five weeks of performance time. Thursday-Sunday performance runs are preferred as we seek to keep the space as busy with performances as possible. There is extremely limited time for load in and tech. Generally a Sunday through Wednesday block is available for load in and tech. IFCC does not offer any staff members for productions but can be an excellent networking resource.

### FEES

Fee schedule is listed in the rental section for the IFCC Website. Please review before applying.

### MENTOR PROGRAM

After acceptance to the season you may apply to IFCC mentorship program. IFCC pairs you with and provides financial assistance for a professional in one of three areas: technical, administrative or front of house.

### DEADLINE

Receipt at IFCC no later than 5:00pm on October 30, 2008. Proposals may be delivered by hand, post or via a single email.

### SELECTION PROCESS

The Creative Director and Programming Committee do a thorough review of all applicants. You may be contacted for a request for more information or a meeting. Your preferred performance times are taken into consideration but there will be some shifting in order to accommodate other projects. Selection and scheduling takes some time. A final decision will be made no later than December 30, 2008. You will be contacted via post mail with our decision at that time.

### EACH PROPOSAL MUST INCLUDE THE FOLLOWING

**Production Proposal** Please fill out the application following this document. Proposals should clearly reflect IFCC's mission and values, which can be viewed at [www.ifccarts.org/about/mission/](http://www.ifccarts.org/about/mission/) Please take into account our theatre size and location by viewing the floor plan which is available for download on the IFCC website.

**Supporting materials** are recommended but **not required** and may include:

Digital images on CD in jpeg format only no larger than 1024 pixels in any direction at 300dpi. Label your CD with your name and contact info.

**Video/DVD:** Send 1-7 clips lasting no more than 4 minutes each in mpeg format only Label your CD with your name and contact info.

**Letters of support**

**Resumes or bios of key participants**

**Company profile**

**Marketing and press materials or reviews** Copies only please.

Please include S.A.S.E. for the return of your materials.

Only completed proposals will be reviewed. Please label all materials (including envelope) with company (or individual) name and project title.

### IFCC

**5340 N Interstate**

**Portland OR 97217**

**Attn: Programming Committee**

## IFCC Performance/Producer Application

Name of Company or Artist:

Address:

Email:

Phone Number:

Website:

Name of application contact:

Address:

Email:

Phone Number:

Preferred dates for performance.

Are these dates flexible? YES NO1) Synopsis of the Project(s):

Are you applying to be a resident company? YES NO UNSURE

1) Synopsis of the Project(s):

2) Overview or bio of participants including company and/or artists:

3) Load in schedule:

Keep in mind there is generally no rehearsal time available and most load in blocks are four 10 hour shifts Sunday through Wednesday prior to opening.

Will you use the standard 4 day load in?            YES    NO  
Do you need less time?    YES    NO  
Do you need more time?    YES    NO            If so how much?

4) Technical needs (e.g. is this a complex set? Describe it. Lots props in this show? Do you need video projection?)

5) How do you see your work in relationship to the IFCC Mission and Values and why is the IFCC the best venue for your production?

6) Often there is a great synergy that happens in the building and we encourage cross over and collaboration between artists and disciplines. Can you see ways your work may tie in with our educational or gallery program?