



Request for Proposals The Crooked Road: Virginia's Heritage Music Trail Project Coordinator

The Crooked Road (TCR) is a 501 (c) 3 non-profit corporation whose mission is to support economic development in Southwest Virginia by celebrating and promoting the region's unique musical heritage and culture.

The Crooked Road is seeking proposals to provide part time project coordination contract services for planning and implementation of special events and programming related to The Crooked Road's 20th Anniversary activities to take place in 2024.

Project duties include working with Crooked Road staff, partners, artists, and project contractors on various tasks associated with marketing, community engagement, artist relations, travel industry partnerships, scheduling, programming and other related tasks. The project coordinator will report to the Executive Director.

This contract requires at least 520 hours of part-time contract services between December 2023 and December 2024. Compensation is \$30 per hour. Applicants must be able to supply their own transportation (and vehicle insurance), work space, computer, telephone, and other equipment necessary for the completion of tasks. Travel in personal vehicles will be reimbursed at the IRS established rate for personal travel unless the trip requires a rental car in which case travel will be reimbursed for the cost of gas and the rental.

The ideal applicant shall have experience in similar or related positions and have demonstrated organizational and communication skills. The ideal applicant would live in reasonably close proximity to The Crooked Road office in Abingdon, Virginia so as to facilitate travel to the office for meetings on a regular basis (twice a month on average is anticipated). An applicant knowledgeable about Southwest Virginia is preferred. Proficiency in Microsoft Office software is required.

To apply for this contract, applicants must submit a resume, cover letter, and list of three references (name, telephone number, email and relationship to applicant) emailed by Monday, December 15, 2023 by 5:00 pm EST to admin@thecrookedroad.org with "Project Coordinator" in the subject line. Applicants will receive an email reply indicating that the application has been received. Applicants can also use this email for any correspondence on the status of the application.