Music In Movement Cohort Facilitator
Request for Proposal & Scope of Work

About Music in Movement Fund

Music in Movement Fund is a community-centered fund supporting music educators, musicians, cultural workers, and organizations whose work contributes to youth music education, cultural knowledge, creativity, and community connection.

As part of this work, we are seeking a **Cohort Facilitator / Creative Producer** to design and facilitate a short-term cohort that brings together **Music in Movement awardees** for relationship-building, creative exchange, and collaborative development.

The Music in Movement Fund was shaped through nearly a year of deep listening, dialogue, reflection, and shared vision among **six community committee members** who came together to define what this fund could be and what it could make possible. Through this collaborative process, the committee developed a **Guiding Narrative** that reflects the values, experiences, and aspirations that ground the fund and its commitment to supporting music educators, young people, culture, and community. This shared narrative will continue to serve as a foundation for the cohort experience. Committee members can opt in to play an integral role in the cohort—bringing their relationships, knowledge, and lived experience into the process while helping to nurture connections, learning, and community among cohort participants.

We are looking for someone who can hold the relationships and history of the fund, create a welcoming, awardee-centered environment while also providing the organization, communication, and production support needed to bring the cohort and a culminating public showcase to life.

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The Opportunity

The Cohort Facilitator / Creative Producer will work with **up to 15 participating awardees** over the span of approximately **six months**.

The cohort is envisioned as approximately five gatherings, followed by a culminating showcase in Portland.

The facilitator will design a program that is tailored to the needs identified by the awardees and steering committee, and could include:

- Relationship-building and trust among awardees
- Peer learning and exchange
- Skill building
- Networking and resource referrals
- Social, emotional & spiritual care
- Cultural and creative practice
- Opportunities for collaboration
- Accessibility, care, and meaningful participation
- A culminating event that reflects the cohort's collective experience

Values

Music in Movement is committed to a process grounded in:

- Artist agency and creative freedom
- Community connection
- Accessibility and inclusion
- Relationship and trust
- Cultural knowledge and exchange
- Care and sustainability
- Collaboration rather than competition

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We recognize that strong creative and educational work emerges when artists have the time, resources, relationships, and space to experiment and connect.

Scope of Work Summary

The selected facilitator/producer will be responsible for five broad areas of work:

1. Cohort Design & Facilitation
With input from the awardees and steering committee, develop the overall cohort structure, facilitate gatherings, establish shared agreements, and create an environment that supports meaningful participation and exchange.

2. Awardee Participation & Logistics
Support onboarding, participant stipends and ongoing communication with awardees; coordinate schedules, event logistics, food, space, accessibility, transportation, and other participation needs.

3. Creative Development & Awardee Exchange
Support awardees in sharing their practices and work, giving and receiving feedback, exploring collaborative possibilities, and accessing guest artists, mentors, or other creative and business resources when appropriate in approximately five cohort gatherings.

4. Culminating Showcase
Work with awardees (cohort participants and additional awardees) and steering committee to shape the vision for a public showcase and coordinate the planning, production, awardee needs, venue, technical needs, accessibility, hospitality, outreach, and event logistics.

5. Reflection, Coordination & Closeout
Coordinate with the Music in Movement project team, support reflection and gather awardee feedback, document key learning and outcomes, and provide recommendations for future programming.

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Who We Are Looking For

We are especially interested in people who bring a **relational, collaborative, culturally responsive, and artist-centered approach**.

We welcome proposals from individuals, teams, creative producers, facilitators, and cultural workers with experience in some combination of:

- Music educator, musician or artist led with facilitation experience
- Community-centered or participatory practice
- Creative production and event coordination
- Awardee development
- Relationship-based organizing or cultural work
- Music, arts, or cultural programming
- Creating accessible and welcoming spaces for music educators and communities
- We strongly encourage people from BIPOC and underrepresented communities to apply.

Studies have shown that people from historically excluded communities (women, LGBTQIA+, BIPOC, disabled, and/or undocumented folks) hesitate to apply for jobs when their qualifications don't match the job description 100%.

If you are interested in the position, but don't meet all of the criteria, we still encourage you to apply and identify your strengths and describe how you would approach the areas where it may make sense to partner with others.

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What to Submit

Please provide a brief proposal to by December 18, 2026 that includes:

1. **About You**
   A short description of your experience, practice, or background. If you are working with subcontractors for any part of this work, please include information on them as well.
2. **Approach & Relevant Experience**
   How would you create a meaningful, awardee -centered cohort experience? Please share relevant examples of your experience facilitating cohorts, working with musicians, producing creative events, or similar work that demonstrates your approach.
3. **Approach to the Music Showcase**
   How would you approach developing a culminating event with awardees rather than simply producing an event for them?
4. **Availability**
   Your general availability during the anticipated six month project period (January-June 2027).
5. **Compensation**
   Compensation for the above scope of work $85K. Please propose a budget with allocations outlined.

A résumé, website, portfolio, or examples of previous work may be included but are not required.

Questions & Submission

Please submit proposals to the Music in Movement project team at **programs@seedingjustice.org** by **December 18, 2026**. Questions may also be directed to **programs@seedingjustice.org**.

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We encourage applicants to bring their own ideas to the opportunity. The scope provides a framework, but we are interested in learning how you would shape the experience in partnership with the awardees.