

PHOTO

GRAPHERS

PHOTO

GRAPHERS

PHOTO

GRAPHERS

PHOTO

GRAPHERS

VIDEO

GRAPHERS

VIDEO

GRAPHERS

VIDEO

GRAPHERS

Request for
Qualifications (RFQ)

Photographers
and Videographers



PHOTO+ VIDEOGRAPHERS

The Department of Cultural Affairs (DCA) is seeking to establish a Prequalified Roster of Photographers and Videographers. DCA is seeking photographers to: document public artwork, architecture, cultural events, and exhibitions; produce PDF comps; and provide final digital files to DCA for use in printed materials, social media, and on its website. DCA is seeking videographers to: document cultural events, produce video comps, and provide final digital files to DCA for use in social media and on its website.

Photographers applying to this RFQ may apply to one or up to all four categories: Artwork, Architecture, Cultural Events, and/or Exhibitions. Public artwork may include two- and/or three-dimensional work, and exterior and/or interior installations. Cultural events may include festivals, performances, educational activities, concerts, conferences, media events, presentations, etc. Exhibitions may include art shows and/or performance work.

ELIGIBILITY

This local call is open to photographers and videographers residing in the City of Los Angeles. Applicants must have a minimum three years of paid photography or videography experience. An applicant may apply as both a photographer and videographer (see “How to Apply” below). Current and former employees of the City of Los Angeles are ineligible to apply.

CRITERIA

Successful applicants will respond to this RFQ with application materials that demonstrate:

- Experience working in racially, ethnically, and/or linguistically diverse settings and communities of Los Angeles;
- Capacity to be collaborative and flexible;
- Track record of working within a budget and on schedule;
- Experience working with artists and/or arts organizations;
- Experience and capacity to manage logistics for photo and/or video shoots;
- Experience in shooting, editing, and producing professional photographs and/or short-form video products.

BUDGETS

Individual project budgets may range from \$250 to \$20,000.

PROCESS

A selection panel comprised of DCA staff and/or independent arts professionals will convene to review all eligible submissions received through this RFQ. Based on a review and assessment of submissions, the panel will select a group of photographers and videographers as finalists, and these finalists will constitute DCA’s 2023 Prequalified Roster of Photographers and Videographers. Prequalified photographers and videographers will be contacted by DCA as individual projects arise. Photographers and videographers prequalified through this RFQ will be eligible for projects but are not guaranteed a project commission. The Roster will remain active for three (3) years from the date of selection.

HOW to APPLY

All applications must be submitted online, via [SlideRoom](#). The deadline to apply is **MONDAY, OCTOBER 9, 2023**. Incomplete submissions will not be accepted. Any extra materials included not requested by DCA will not be reviewed. A complete application must include:

- 1 CONTACT INFO** including full name, mailing address, phone, and email.
- 2 LETTER of INTEREST** in working with DCA on photography and/or videography projects.
- 3 RÉSUMÉ** of paid and/or commercial experience.
- 4 WORK SAMPLES** (each must include a title, brief description, year, purpose of documentation, subject of the documentation, location, project budget, and client information).

FOR PHOTOGRAPHERS, eight (8) photographs for each category in which you are applying (each photo uploaded as a separate digital file):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Artwork | <input checked="" type="checkbox"/> Cultural Events |
| <input checked="" type="checkbox"/> Architecture | <input checked="" type="checkbox"/> Exhibitions |

FOR VIDEOGRAPHERS, three (3) short-form videos each uploaded as separate digital files (combined reel time for all three files should not exceed 5 minutes in total duration).

QUESTIONS?

Contact Bridget De Maria, DCA, bridget.demaria@lacity.org.

RIGHTS + RESPONSIBILITIES

DCA reserves the right to decline all applications to this RFQ, cancel this RFQ, and/or cancel any Prequalified Roster, at any time. This RFQ is subject to the City's Campaign Finance, Contractor Responsibility, Equal Benefits, Equal Opportunity, Living Wage, Minority/Women Business Enterprise, and Slavery Disclosure Ordinances, as well as any other ordinances in effect in the City of Los Angeles.

ABOUT DCA

As a leading, progressive arts and cultural agency, DCA empowers Los Angeles's vibrant communities by supporting and providing access to quality visual, design, literary, musical, performing, and educational arts programming; managing vital cultural centers; preserving historic sites; creating public art; and funding services provided by arts organizations and individual artists.

Formed in 1925, DCA promotes arts and culture as a way to ignite powerful dialogue, engage LA's residents and visitors, and ensure LA's varied cultures are recognized, acknowledged, and experienced. DCA's mission is to strengthen the quality of life in Los Angeles by stimulating and supporting arts and cultural activities, ensuring public access to the arts for residents and visitors alike.

DCA advances the social and economic impact of arts and culture through grant making, public art, community arts, performing arts, and strategic marketing, development, design, and digital research. DCA creates and supports arts programming, maximizing relationships with other city agencies, artists, and arts and cultural nonprofit organizations to provide excellent service in neighborhoods throughout Los Angeles.

For more information, please visit culturela.org or follow us at facebook.com/culturela, and on Instagram [@culture_la](https://instagram.com/culture_la), and Twitter [@culture_la](https://twitter.com/culture_la).