



# CONTRACT SPECIFICATION

PROCUREMENT №: TBA

TITLE:

**CBD SOUNDS / LIVE@LUNCH PROGRAM 2024-25:  
LIVE MUSIC CURATION & PERFORMANCES**

DATE ISSUED:

25 MARCH 2024

## Table of Contents

1. Introduction .....	3
2. Background.....	3
3. Scope of the contract .....	3
4. Detailed requirements .....	4
5. Contract Information .....	6
a) Contract Value.....	6
b) Contract Period .....	6
6. Location map .....	7

## **CBD SOUNDS/ LIVE@LUNCH PROGRAM 2024-25: LIVE MUSIC CURATION AND PERFORMANCES**

### 1. Introduction

Wollongong City Council is seeking to engage a Live Music Curator/Producer to deliver a series of live music performances for Council's Live@Lunch program. The performances will take place each Wednesday and Thursday on the outdoor stage in Crown Street Mall (corner of Crown and Church Streets), between July 2024 and June 2025, and form part of the Council's CBD Sounds program. The intent of the performances is to support local live music, to contribute to a welcoming visitor experience and to provide our community with access to free live music.

### 2. Background

Live@Lunch is part of Wollongong's CBD Sounds program that contributes to the goals of Wollongong's 2032 Community Strategic Plan, including.

- Wollongong is a creative, vibrant city.
- We have an innovate and sustainable economy.

The program objectives include:

- Support local live music.
- Showcase high quality local talent, inclusive of diverse culture, gender and disability.
- Contribute to a welcoming visitor experience.
- Welcome new audiences to the CBD.
- Complement the existing business environment.

### 3. Scope of the contract

The contractor will deliver the Live@Lunch live music performances series, including curation and management of all aspects of the performances in consultation with Council and its stakeholders.

#### Inclusions:

- a) Curate the Live@Lunch live music program in consultation with Council, including:
  - Organise the live music programme.
  - Deliver the artist contracts.
  - Book the music artists.
- b) Deliver all aspects of performance delivery in consultation with Council, including:
  - Provide and manage event staff and production.
  - Risk management and risk documentation.
  - Site management for each event
  - Provide artist instructions to booked artists.
  - Hold relevant insurances.
  - Manage communication with artists, staff, and stakeholders.

**CBD SOUNDS/ LIVE@LUNCH PROGRAM 2024-25:  
LIVE MUSIC CURATION AND PERFORMANCES**

- c) Support promotion of the performances.
- d) Reporting
  - Provide progress reports once a month to Council's nominated representative, or as required.
  - Provide a final program report to Council's nominated representative.

Exclusions:

- Security
- Power supply
- Event furniture
- Hardcopy marketing collateral

#### 4. Detailed requirements

- a) Delivery timeframes
  - The contract period commences on 3<sup>rd</sup> June 2024, allowing for 1 month of planning and curation prior to the commencement of the Live@Lunch performances.
  - The first Live@Lunch performance will commence on Wednesday 3<sup>rd</sup> July 2024, and the performances will be rolled out as follows:
    - Every Wednesday and Thursday in July, August, September, October, and November in 2024 (12-2pm)
    - In December 2024, the performances will take place on every Wednesday and Thursday (12-2pm) until 19<sup>th</sup> December 2024 (inclusive of this date).
    - Live@Lunch will then take a hiatus between Christmas 2024 and January 2025.
    - Performances will recommence on Wednesday 5<sup>th</sup> February 2025 and continue every Wednesday and Thursday in February, March, April, May, and June 2025 (12-2pm).
  - The contract ends on 30<sup>th</sup> June 2025, allowing time for final wrap up, outstanding payments and reporting.
- b) Curate and the deliver the Live@Lunch live music program in consultation with Council, including:
  - Develop a live music programme proposal, incorporating consideration of:
    - Performance opportunities for local artists
    - Music quality and experience level of artists
    - Inclusion of cultural and gender diversity
    - Consider venue environment – the stage is in Crown Street Mall which is home to a range of businesses who will operate at the same time as the event. Music style, genre, acoustics, and volume must complement this environment, not compete with it.
    - Music content needs to be welcoming and suitable for a family audience.
    - Ensure turnover of artists throughout the programme. i.e., a wide range of artists should have access to these performance opportunities, not just a small/select group.

**CBD SOUNDS/ LIVE@LUNCH PROGRAM 2024-25:  
LIVE MUSIC CURATION AND PERFORMANCES**

- Engage 1 x solo artist for each performance.
  - Provide programme and budget proposal to Council's nomination representative for review and approval, including web links to artists music.
  - Make changes to the programme as required.
  - Book and contract artists
  - Finalise the Live@Lunch programme and provide a copy of this to Council's nominated representative.
  - Provide and manage 1 x event staff for each Live@Lunch event from 11am-3pm.
  - Provide and manage production – only small amps or small sound systems are required. Or artists can perform without a sound system if this is preferred.
  - Develop risk documentation and provide a copy to Council's nominated representative.
  - Provide artist worksheets to booked artists, outlining information and instructions including but limited to information to performance date and times, site contact details and site constraints, technical and venue access information. (refer to Location Map in Section 6 of this document)
  - Maintain relevant insurances for the activity, including registration with Conserve.
  - Manage communication with artists, event staff, Council, and other stakeholders.
- c) Support promotion of the performances, including:
- List event details via the Wollongong CBD website portal.
  - Co-host social media events created by CBD Wollongong.
  - Promote performances to networks.
- d) Event staff role:  
For each Live@Lunch event, provide and manage one suitably experienced event staff whose role will include:
- Setting up and packing up market umbrellas and seating for the event
  - Supporting artist and production set up / acting as artist liaison on site.
  - Monitoring sound levels and equipment
  - Providing general event support
  - Communicating with Council, Security, and stakeholders as required
  - Event staff hours are 11am-3pm on site, per event.
- e) Production:  
Provide small production for each Live@Lunch event including but not limited to:
- Small 'busking' amp
  - Microphone and stand
  - Cables, chords, DIs as needed.
  - Or small PA system if needed.
- Notes: All equipment to be tagged and tested. 2 x 240V power plugs are available at the Crown St Mall stage.
- f) Reporting:

**CBD SOUNDS/ LIVE@LUNCH PROGRAM 2024-25:  
LIVE MUSIC CURATION AND PERFORMANCES**

- Monthly contact with Council's nominated representative to provide an update on the program/event developments and to share information about any successes, challenges, or recommendations. Additional contact and meetings may be required.
  - Provide a final report to Council's nominated representative outlining:
    - Budget report.
    - A list of all artists and industry professionals who participated in Live@Lunch, including their name, postcodes, pronouns, and cultural identity (if artists are willing to share this information)
    - A minimum of 10 testimonials from participating artists and community
    - A minimum of 10 high quality images taken during the performances of artists and audience.
    - A summary of challenges, learnings, and recommendations.
- g) Other requirements
- Artists and staff are required to leave the venue and storage areas in a clean and tidy manner.

## 5. Contract Information

### a) Contract Value

Contracts will be managed in accordance with the relevant Council policies and procedures.

A Service Agreement Contract to the value \$60,000 ex GST is available to the successful supplier.

This contract factors in artist fees for up to 92 x solo music artists (across the 92 performance dates) based on the fee recommendations outlined in <https://musiciansaustralia.org/the-musicians-australia-minimum-fee/>

The remaining fee is to be utilised for curation, event delivery and management fees, event staff fees, production costs and reporting.

### b) Contract Period

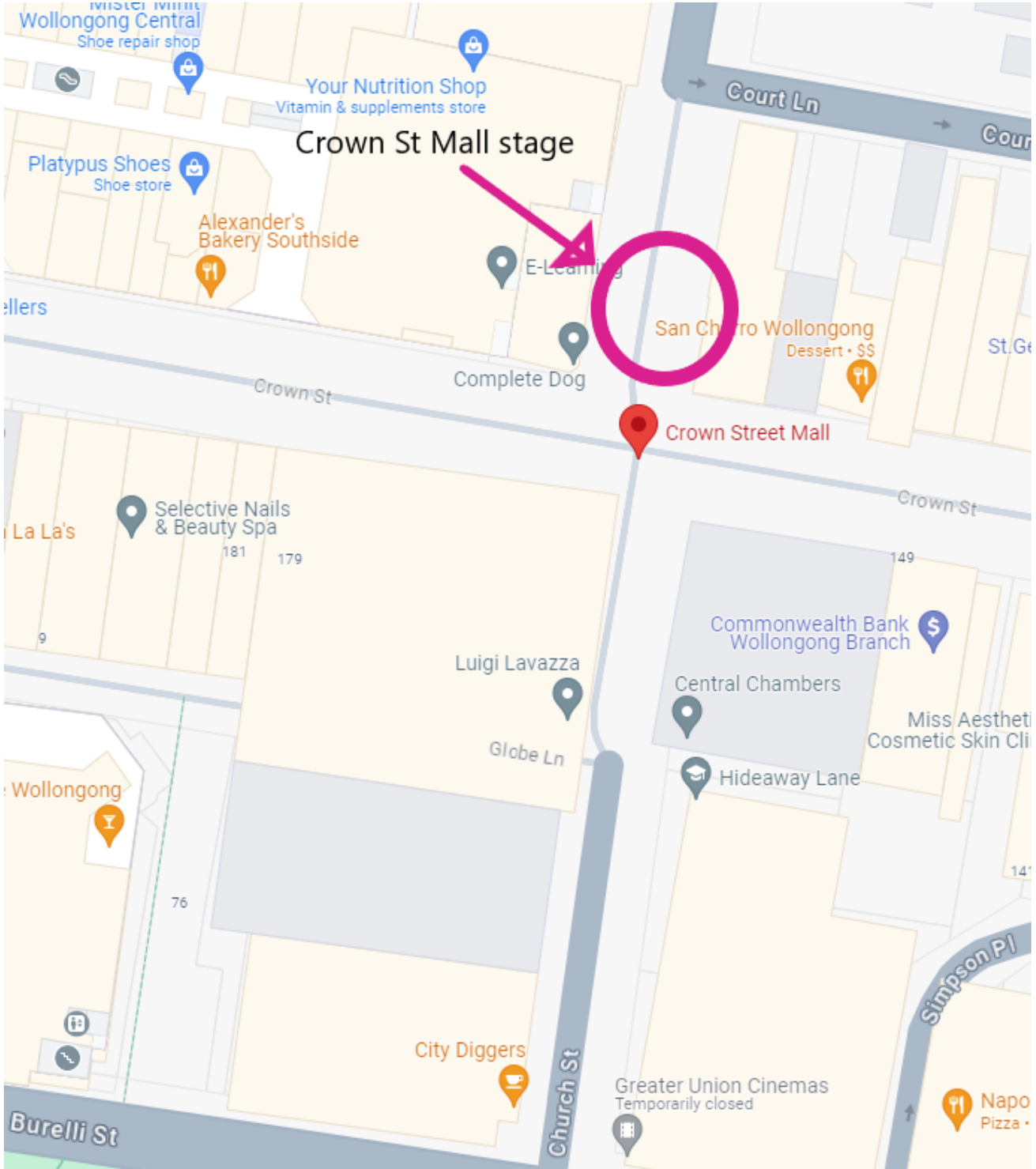
- Contract start date: 3<sup>rd</sup> June 2024 (including initial planning)
- Contract end date: 30<sup>th</sup> June 2025 (includes wrap up)

Optional extensions, exercised at the sole discretion of Council:

The contract is for an initial term of one year, commencing 3 June 2024 with one further option for extension of one year for a maximum term of one year, with any such extensions exercisable at the sole discretion of Council.

## 6. Location map

### Crown St Mall stage venue



Note: Performance location may be subject to change at Council's discretion.