



PERFORMING ARTS READINESS

a community served by ✦ LYRASIS

Emergency Preparedness Consultant/Circuit Rider 2018-19 Host Organization Interest Form – Background Information

The “Performing Arts Readiness” (PAR) project, funded by The Andrew W. Mellon Foundation, seeks to improve emergency preparedness among performing arts organizations through advocacy and outreach. The national PAR team works to raise awareness, increase resources, and provide training that addresses the unique needs of the performing arts industry, development of basic tools to assist with planning and advocacy, and provision of sub-grants to support network development and institutional preparedness. As part of this project, PAR funds an Emergency Preparedness Consultant/Circuit Rider program. EPC/Circuit Riders will work directly with performing arts organizations on a local level, providing expertise, training, consulting and mentoring to staffs and Boards regarding effective emergency preparedness.

Four selected performing arts organizations will each host one circuit rider and receive funding support at the equivalent of a 50% FTE for 12 months between July 1, 2018 and June 30, 2019 for the consultant. The individual will support all aspects of emergency preparedness for their area’s performing arts organizations, including risk and needs assessment, creation/updating of continuity of operations plans (CoOP) and other disaster response plans, on-site training, and response assistance. The EPC/Circuit Rider’s work will occur simultaneously with other PAR project activities and make use of PAR outputs, such as training programs and information resources. Goals, objectives, deliverables and evaluation plans will be defined in an individualized work plan to be created at a training and planning meeting in summer 2017. The circuit rider will work under the day-to-day supervision of a designated staff member of the organizational host. Typical duties anticipated for the circuit rider include:

- Communications with performing arts organizations in the area to raise awareness of the need for and value of emergency preparedness, including such activities as: presentations; site visits; conference participation; written communications through social media, listservs, blogs, newsletters, and/or other relevant sources.
- Provision of training programs for local organizations.
- Provision of locally relevant information resources to support emergency preparedness for performing arts organizations.
- Consultations with performing arts organizations about emergency preparedness, formally and informally, in-person and via email and telecommunications. Work may include facilitation of planning meetings, risk assessment, making recommendations about process and/or plan contents, and reviewing draft plans.
- Assistance when possible in local response and recovery efforts when emergencies happen that affect performing arts organizations.



PERFORMING ARTS READINESS

a community served by ✦ LYRASIS

- Encouragement and support for development and/or engagement of performing arts organizations in local emergency support networks.

The PAR project hosts two Emergency Preparedness Consultants/Circuit Riders for 2017/2018. **Ellen Korpar** (Ellen.Korpar@sos.nj.gov) covers New Jersey and works in conjunction with the New Jersey State Council on the Arts. **Stephanie Petcavage** (spetcavage@ica-artconservation.org) covers Ohio and works in conjunction with the Intermuseum Conservation Association (ICA) - Art Conservation.

Ellen Korpar – “Working in conjunction with the New Jersey Council on the Arts, I have been given the opportunity to present to 6 County/Regional Cultural Organizations about Emergency Preparedness in the Performing Arts. Because of these presentations, I have been requested by 14 performing arts organizations to review their current emergency preparedness plans. As a result of these meetings, I am working with two organizations to develop a plan for them and 5 others are working on making changes to their plans based on the recommendations that I have made. I publish a monthly emergency preparedness note that is relevant to performing arts organizations.”

Stephanie Petcavage – “As an Emergency Preparedness Consultant, my job is to help assure that performing arts organizations, theaters, venues, and music-collecting archives are ready for disasters. I use social media, email, phone calls, eblasts, and face-to-face networking as formats to solicit participation in the program. Informative workshops and presentations are other formats I provide to educate performing arts organizations. I am also working with the Alliance for Response (AFR) in Northeast Ohio to include a focus on performing arts. As a direct result of the PAR program, awareness of the need for emergency readiness within performing arts organizations and venues across the state and nation is steadily increasing.”

Typical duties anticipated for the host of the EPC/Circuit Rider include:

- Orient the EPC/Circuit Rider to the host organization’s board and staff, key potential partners, and the local performing arts community at large.
- Provide a work space for the EPC/Circuit Rider within the host organization, office resources as needed, and a mutually agreed upon work schedule.
- Establish vision and goals for the year, and a process for communicating progress, questions, and challenges.
- Facilitate introductions to performing arts leaders, capitalizing on existing relationships to promote PAR and the services available through the EPC/Circuit Rider for the year. Host PAR meetings and workshops as appropriate.
- Promote the EPC/Circuit Rider services in host organization materials, events and meetings, as appropriate, and utilize existing resources from the host organization



PERFORMING ARTS READINESS

a community served by ✦ LYRASIS

that can help to communicate and educate audiences on preparedness for performing arts organizations.



PERFORMING ARTS READINESS

a community served by ✦ LYRASIS

2018/19 Interest Form for Emergency Preparedness Consultant/Circuit Rider hosting (Deadline for Return May 1, 2018)

Thank you for your organization's interest in hosting an Emergency Preparedness Consultant/Circuit Rider for 2018-2019! Please complete and email a copy of this form to: steve.eberhardt@lyrasis.org.

Legal Name of Applicant Organization: _____

Website / Twitter / Instagram: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip Code: _____

Applicant County: _____

Contact Person Name (Last, First) Title

Primary phone number | Other phone number Email address

Please attach additional page describing:

- The desired outcome of your organization's hosting of a Circuit Rider;
- Your organization's current or desired involvement with an emergency network;
- Any emergency planning efforts (if any) your organization has done;
- The Geographic Area your Circuit Rider service would cover (metropolitan; portion of a state; whole state).

NOTE: Only U.S. organizations, working with U.S. performing arts and/or cultural communities, can host a Circuit Rider/Emergency Preparedness Consultant.

Feel free to contact PAR Project Coordinator Steve Eberhardt at steve.eberhardt@lyrasis.org or 1.800.999.8558 x4831 with any questions about the Circuit Rider program. Once this form is received, PAR staff will schedule a conference call to further discuss your organization's interest and the process for recruiting a Circuit Rider/Emergency Preparedness Consultant to be based at your organization.