

Request for Proposal

Web Designer for Chinatown Cultural Center

The Chinatown Cultural Center (Cultural Center) is a collaboration of community members and community-based organizations to develop a cultural center in Boston's Chinatown. The vision of the Chinatown Cultural Center is to promote and enhance Chinatown's history and character as a cultural center for the network of Asian American communities in the region. Our mission is to provide intergenerational space for library and informational services, as well as art, cultural and educational programming.

The Cultural Center is seeking to hire a web and graphic designer to develop and build a website.

Interested candidates are asked to submit a cover letter, budget proposal, timeline, links to examples of previous work and references. The cover page and proposal should not be longer than 2-3 pages in length.

Scope of Work

- Develop and present a project plan with an initial site launch by January 31, 2012.
- Design and implement a professional, high quality, full-featured site including but not limited to the following:
 - Accessible and navigable site design and layout
 - Implementation of domain registration and hosting
 - Incorporation of existing materials provided by the Cultural Center
 - Assistance in additional content development
 - Implementation of a content management system
 - Documentation for updating site and adding content by staff
- Presentation to Cultural Center executive committee for feedback and remediation

The available project budget is \$1,500-\$2,000.

Background information:

The Chinatown Cultural Center, formerly known as the Chinatown Library project, was a community initiative started in youth in the Chinese Progressive Association in 2001 to bring back a branch library to the Chinatown community. The Chinatown Library project became the Cultural Center in 2011 as the vision evolved beyond the library to include gallery exhibits, performance space, and educational programming. The Cultural Center is led by an executive committee and is staffed by the Cultural Center manager.

Submission **deadline is December 21, 2011 5:00PM via email to alice.leung@bcnc.net.**

Questions/inquiries can be directed to alice.leung@bcnc.net or 617.635.5129 ext.1005.