



REQUEST FOR PROPOSALS

SOUTH ARTS SEEKS A CONTRACTOR FOR HR RECRUITING SERVICES

South Arts is seeking proposals from qualified independent contractors to work as a Recruiting Specialist for South Arts. The Recruiting Specialist will lead the process of online job posting for open opportunities, and work with hiring managers to move the candidates thru the selection process according to the hiring protocols set by the organization.

Scope of Work

- Contractor will help review job postings/announcements for HR compliance and help develop job announcements as needed.
 - Contractor will help with the online posting of open positions on selected job boards and will also send position announcement emails via the South Arts HR email account to strategic and diversity candidates.
 - For each open position launch, the contractor will participate in a virtual kick-off/launch meeting to be scheduled between the HR representative and the hiring manager(s) to review the process in detail and to discuss the hiring protocols.
 - Contractor will review incoming applicants and categorize as red/yellow/green. Each week contractor will send the “green” applicants to the hiring manager(s) via email.
 - Each week the contractor will send an updated tracking count of candidates to the hiring manager and the HR director with the updated cumulative count for incoming applicants and the number in each of the red/yellow/green categories.
 - Contractor may be asked to schedule and complete a screening call with the applicants. Then the contractor will provide notes from the screening calls and recommendations on candidates to continue in the process. Finally, the hiring manager(s) will decide if they’d like to move forward.
 - The contractor will participate in weekly meetings with the HR Director and in some cases, also with the VP over the Human Resources department.
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Proposal Submission

Respondents are asked to submit a proposal that describes:

- Summary of the contractor’s professional background and experience (resume format preferred)
- Any unique strengths and perspectives that the contractor would bring to the program
- Average amount of time available on a weekly basis
- Hourly fee requirements
- References – submit three references (at least two must be from organizations who can speak to your experience)

Selection Criteria

- Relevant HR recruiting experience
- Project management experience
- Contractor Fee Requirements
- Additional expertise

Projected Timeline

- Ongoing, as needed
- Start Date: As soon as possible

South Arts will provide

- Written job announcements
- Reference documents for the organizations hiring policies & protocols
- Staff human resource representatives for ongoing progress meetings
- Staff representatives to complete the necessary phases of the interview process

For more information about South Arts, please refer to our website at www.southarts.org
Questions: Please contact Human Resources at hr@southarts.org.

Proposal for Contracted Recruiting Services should be sent to: hr@southarts.org

About South Arts:

South Arts is a nonprofit regional arts organization. Our mission: advancing Southern vitality through the arts. South Arts was founded in 1975 to build on the South's unique heritage and enhance the public value of the arts. Our work responds to the arts environment and cultural trends with a regional perspective. South Arts offers an annual portfolio of activities designed to support the success of artists and arts providers in the South, address the needs of Southern communities through impactful arts-based programs, and celebrate the excellence, innovation, value, and power of the arts of the South. For more information about our grantmaking, conferences/convenings, and other programs supporting artists, arts organizations, and communities, visit www.southarts.org.

Equity Statement:

South Arts is an inclusive employer and adheres to Equal Employment Opportunity Commission standards. South Arts does not and shall not discriminate on the basis of race, color, ethnicity, national origin, religion, age, disability, genetic information, gender, gender expression, sexual orientation, pregnancy, marital status, military status, economic status, or geographic location in any of its activities or operations.