



## TIASO Services Rate Sheet

*updated April 2016*

**Event and project support services (\$13.50/hour):** materials preparation for events, event staffing for events and outreach, invitations and attendance tracking for events, and basic follow-up with participants such as thank-you letters, follow-up emails, and invitations for next events.

**Administrative support (\$15/hour):** assistance with logistics securing event and meeting spaces, coordinating contractors, organizing planning & outreach meetings, recruiting and communicating with project participants, email communication to project teams, and research for project needs.

**Event & project marketing (\$20/hour):** template designs of fliers and e-blasts, posting updates on social media and websites, planned dissemination of fliers, submitting event and project announcement to online calendars, updating participant databases, and outreach to targeted groups.

**Communication and marketing services (\$20 - \$30/hour):** create a comprehensive plan to recruit participants, audience, and supporters; create promotional plans for products or services that are specific to individual members; establish fundraising and/or communication strategies for projects.

**Basic grant/contract administration (5% - 20% of contract budget):** serving as a liaison with grantor; providing bookkeeping and expense management, contracting with project staff; submitting required reports to grantor (report writing is the responsibility of the Grant or Project Director).

**Proposal development services (\$25 - \$40/hour):** researching opportunities, timeline planning, narrative writing support, budget development support, and proposal submission for charitable grants, federal grants, and business contracts. Proposal writing services must be scheduled well in advance and must include sufficient planning and work sessions between the Cooperative Staff and Member.

**Professional Consultation Services (\$25 - \$100/hour):** The Artist Cooperative offers members professional services which include: legal consultation, business planning, financial planning, and tax advisement, etc. Consultation services are provided through negotiated agreements between the TIASO and professionals (rather than TIASO Co-Op staff). Consultations service rates will vary, but will be negotiated or subsidized to a below market rate for Cooperative members. In addition to hourly services, TIASO will offer regular professional development and targeted training for Members as needed.



## **TIASO Services and Benefits**

*not subject to hourly rates*

**Service Hours Bank** is a resources sharing benefit for TIASO full and associate members. Members can opt-in to the Service Bank by offering expertise (aligned with and supported by their experience) to other members. Services are organized in tiers with hourly rates (for example, event support may be valued at \$15 per hour, editing copy may be valued at \$25 per hour, and video editing may be valued at \$40 per hour). Members offer their services to other members. Once they have successfully contributed hours, they have corresponding "hours/value" in the bank to spend with another member.

**Object Library** is a lending library of resources among members. Library includes professional books, AV equipment, art supplies, art equipment, event equipment, specialized tools, etc.

**TIASO Working Group.** TIASO offers Project and Business Development services to Full Members through the TIASO Working Group. The purpose of the TIASO Working Group is to identify, pursue, facilitate, and grow fee-for-service contracts for artist Members across the non-profit, business, and public sectors as facilitators, planners, and community engagement specialists. Inclusion in the TIASO Working Group is part of a Full Membership. However, the Artist Cooperative retains 10% of any contracts or fee-for-service cultivated through the Working Group.