

SEPTEMBER 2020 



Work Proposal

PROPOSED BY 

Brian Loevner
BLVE Consults

PROPOSED TO 

Pamerla Sherrod Anderson, Board Chair
Fenell Doremus, Transition Committee Chair
Kartemquin Films

WORK PROPOSAL

OUR COMPANY

The mission of BLVE is to create stronger organizations by building effective systems and processes and encouraging transformational leadership. BLVE connects you back to the mission and values of your work by building the structure necessary to make space for creativity, ideas, and innovation. Operating remotely, BLVE has had clients in Chicago, Washington DC, and Toronto. Their non profit work has ranged from social justice, to arts and culture, and beyond.

CONTACT US

brian@blveconsults.com

(773) 430-3856

www.blveconsults.com

THE CLIENT

Sparking democracy through documentary since 1966, Kartemquin is a collaborative community that empowers documentary makers who create stories that foster a more engaged and just society.

THE WORK

- Interim Executive Management
- Ushering in a New Era
- Executive Search

WORK PROCESS

01

NEED/GOALS

Iterate client current position and desired goals

03

TIMELINE

Detail specific steps in work plan

02

WORK PROCESS + PRODUCTS

Summarize BLVE work plan and products

04

PROJECT STAFFING + FEES

Those involved and cost of collaboration

NEED/GOALS

Since 1966, Kartemquin Films is a collaborative community that empowers documentary makers who create stories that foster a more engaged and just society. Currently, Kartemquin is seeking an Interim Executive Director. This individual is responsible for the organization's operations and programming initiatives while working with the Board and Staff. Including conducting a new ED search, this individual will lead the organization through a period of authentic and meaningful reflection to inform a unified vision and long term strategy for Kartemquin's future.

Kartemquin seeks executive leadership support as they evolve as a company to meet the moment. This includes a meaningful exploration and articulation of collective values and goals as well as a strategy that honors and activates its Board and Staff. Kartemquin also requires the Interim ED to spearhead the search of the new ED to ensure these practices are fulfilled.

Kartemquin is the leading voice for independent media. Operating from Chicago, IL, this non profit empowers developing documentary makers and films as a channel of truth. They specialize and work alongside civic and political engagement. With an impressive history, Kartemquin is ready to continue their legacy. This organization must articulate its new objectives together, a rich and holistic desire for truth and expression through documentary. Kartemquin desires a leader to mediate and activate this conversation and decision making as it enters into its next iteration; as Kartemquin continues to see itself as a powerful force of storytelling in the media arts.

WORK PROCESS + PRODUCTS

The interim Executive Director will act as a leader, manager, and overseer of all Kartemquin organizational facets. To usher Kartemquin into its next iteration, initial interviews will take place to assess current circumstances and a unified vision for the future. Interviewees will include the Board of Directors, and Staff. Upon further analysis of mutual agreements and goals, BLVE will engage in a process of creating and editing an organizational assessment for Kartemquin. BLVE will also conduct an Executive Search to ensure these agreed upon principles and goals are upheld.

We will begin this process by better understanding Kartemquin's current operations to be able to lead and manage with compassion and trust. Then, we will concentrate our strategies and recommendations for first steps in the mission and values sectors. These areas of interest are fundamental for the growth of the organization as these pillars begin to expand Kartemquin as a continually mindful and evolving entity. Through relationship building, management, and communication questions and strategies, BLVE will create and recommend a plan of action to best begin this process.

Additionally, BLVE will also engage with Kartemquin Staff and Board to facilitate and drive a virtual ED search. In this, collective agreement on Kartemquin's future and desired qualities in a leader will lead to the facilitation of BLVE's ED search process. With a new ED and a solidified vision for the future, Kartemquin will then be able to uplevel its operations in its renewed sense of self as an organization, making decisions doing work that aligns with its higher vision for itself and the world. BLVE will aid in laying down foundational processes that honor these intentions for the organization to then execute.

At the end of the consultation, Kartemquin will be under new leadership and equipped with plans of action regarding next steps for their desired growth.

TIMELINE

The interim leadership position will last between 10 and 14 months, beginning in October 2020. During that time, we will commit to leading, managing, meeting, assessment, document creation, advice and planning.

Phase 1:

Organizational Operations

BLVE will become familiar with and immediately lead Kartemquin's:

- Operations and Day to Day management
- Board Relations and Board Operations
- Financials & Human Resources
- Fundraising
- Leadership, Coordination and Oversight

Phase 2:

Ushering in a New Era

BLVE will meet with Board and staff to collect the following and establish collective agreements about:

- Kartemquin's follow through on their current mission and values
- What the world needs and how Kartemquin can help
- What they envision this next iteration of Kartemquin being
- What communities and groups Kartemquin can target or begin to connect
- How do the values of equity, diversity and inclusion weave into the work of Kartemquin?

External Assessment:

- How is Kartemquin's work positioned in relation to national media arts action?
- What does the state and national media arts market look like outside of IL?

Interview:

- Artistic Director and Executive Director
- Board Leadership
- Board of Directors

TIMELINE

Interview (continued):

- Kartemquin Staff
- Producers, Filmmakers and Associates
- Other essential members as communicated

BLVE will then lead the process of creating and articulating common goals and objectives within the company.

- Draft a level up assessment based on interview results
- Communicate, edit, and gather more information based on rising thoughts and questions or gaps in information
- Finalize level up assessment
- Report on finalized organizational assessment as preparation for strategy building

BLVE will then build strategy to honor these newly created goals in conjunction with the ED practices that have already been established and established staff/board capacity for change

- Present initial recommendations to Kartemquin
- Clarify and drill down potential recommendations and timelines for implementation
- BLVE will make recommendations regarding actionable next steps in finalized strategy
- BLVE will work with Kartemquin to co-create a manageable plan that honors mutual agreements from organizational assessments and the holistic desired trajectory
- Populate agreed upon strategy documents
- Create organizational agreement on recommended changes and next steps based in co-created strategy

TIMELINE

Phase 3:

ED Search

BLVE will work with an ED search committee to:

- Create a ED job description based on the newly formed strategies and recommendations and post to appropriate outlets
- Implement an internal candidate tracking and recommendation system
- Manage agreed interview process with a minimum of 2 rounds of interviews to build a strong list of candidates.
- Communicate with Board and Candidates regarding interviews, scheduling, and search updates
- Present their top candidates to the board via recorded Zoom interviews
- Organize Zoom interviews with the board and the candidates
- Be in constant communication with the Board regarding candidate talking points and experience
- Be in constant contact with the Board regarding candidate interview and equitability practices
- Facilitate discussion around candidate potential
- Make the offer to the desired candidate
- Help train and ease the selected ED into their new position

PROJECT STAFFING + FEES

This project will be led by Brian Loevner, President & Founder, BLVE. Brian (he/him) is an executive leader, consultant & producer. Most recently, Brian completed an Interim Executive Director position with Gun Violence Prevention Education Center (GPEC) and the Illinois Council Against Handgun Violence (ICHV), located in Chicago, Illinois. In the span of 18 months, he acted as Interim Executive Director guiding a successful merger and a national Executive Director search and acquisition. Brian and his team successfully fundraised over \$750,000 for 2020 and 2021 operations for GPEC/ICHV, supporting their future success as a newly merged organization.

Brian was the Managing Producer of The Second City from 2015-2017, managing all theatrical production in Chicago with a yearly budget of over \$12 million dollars. From 2004-2013, Brian served as the Managing Director of Chicago Dramatists. As a fundraiser, Brian has raised over \$4 million dollars for organizations and productions in the last 10 years. In addition, Brian successfully pitched the MacArthur Foundation, ending in the creation of a \$750k program to provide cashflow loans to arts organizations during the 2008 recession.

Additional support for this project will be from Steve Abrams, Partner BLVE, and Kelsey McGrath, Associate Producer BLVE.

Steve Abrams (he/him) has been a driving force in Chicago's diverse cultural landscape for nearly the last three decades. Having had a celebrated career that took him to executive leadership positions at Steppenwolf Theater Company, the Harris Theater for Music and Dance at Millennium Park and Chicago Children's Theater. He served as the first Resident Artistic Director of Navy Pier, pioneering its newly formed Arts & Discovery Programming to solidify its role and prominence within Chicago's Cultural District.

Kelsey McGrath (they/them) has worked with BLVE since July 2019, They have assisted on numerous projects including the GPEC/ICHV merger and ED acquisition. They were instrumental in the creation of search processes and communications. Other BLVE projects include work with Urban Theater Company, Media Burn Archive, Cue6 Theater Company and Rescripted, LLC. A leader in the Chicago arts community, Kelsey has produced, curated, and written work that's gone viral. They were recently named one of Windy City Times' 2019 30 Under 30, alongside other artists, policy makers, medical practitioners, and community activists.

Fees

Fees are negotiable based on scope of work and current budget.