

## Request for Proposals

### To translate from French to English: *Guide d'appui aux gestionnaires*©

CHRC brings together representatives of arts disciplines and cultural industries to address the career development and training needs of artists, technical staff, managers and all others engaged professionally in the cultural sector.

#### Summary

The Cultural Human Resources Council (CHRC), l'Association des théâtres francophones du Canada (ATFC), the Professional Association of Canadian Theatres (PACT) and collaborators are requesting proposals from (a) qualified and experienced translator(s) (freelance or company/group) for a translation **contract**.

#### Background

L'ATFC and partners have produced a guide to help cultural sector managers deal with various workplace complaints. The guide, produced in French, must be translated into English.

#### Scope of Work

Translation of the entire *Guide d'appui aux gestionnaires*.

Interested parties may view the French version here:

[https://atfc.ca/application/files/2216/0674/8163/Guide\\_du\\_gestionnaire.pdf](https://atfc.ca/application/files/2216/0674/8163/Guide_du_gestionnaire.pdf)

#### Schedule (all dates in 2021)

CHRC will receive proposals till February 7<sup>th</sup>, 23:59 PST.

A shortlist of candidates will be compiled on February 8<sup>th</sup>.

Selection committee to meet and review shortlist between February 9<sup>th</sup> and February 12<sup>th</sup>.

Interviews conducted as necessary prior to February 19<sup>th</sup>.

Work to begin as soon as possible and delivery date to be determined with successful candidate(s).

#### Proposal criteria

##### Requirements

- Candidate(s) must be accredited/certified translator(s);
- Ability to translate from French to English;
- Ability to communicate with CHRC staff in either official language;
- Ability to work/interact with CHRC staff remotely;
- Ability to work independently;
- Examples/samples of previous work;
- References and/or letters of recommendation/endorsement (2);
- Legally entitled to work in Canada.

##### Assets

- Knowledge of legal terms;
- Knowledge of the Canadian cultural sector;
- Sensitivity to current social inclusive, diverse, equitable and accessible language elements.

#### **CHRC is committed to the principles of equal employment opportunity.**

CHRC thanks all candidates for their interest and proposals

Proposals should be submitted by email to [atfc-translation@culturalhrc.ca](mailto:atfc-translation@culturalhrc.ca).

No phone calls please.