Goldbelt Heritage

One Sealaska Plaza, Suite 201
Juneau, Alaska 99801
(907) 790-1460
GHF@goldbelt.com

Request for Proposal (RFP):

Northwest Coast Art & Regalia Instructor

RFP Issue Date: November 17, 2026
Proposal Deadline: December 1, 2026 5:00pm
Contract Period: January 4 through January 14, 2027
Anticipated Start Date: Upon contract execution
Point of Contact: Miranda Bell, Culture & Arts Program Manager
miranda.bell@goldbelt.com

OVERVIEW

Goldbelt Heritage Foundation is seeking a qualified Northwest Coast artist and regalia instructor to work with middle school-aged students through its K–12 education programming. Students will work with leather and hide to create painted dance aprons.

The selected contractor will teach Northwest Coast art and Tlingit, Haida, or Tsimshian formline design, create formline patterns for student projects, and guide students in applying appropriate clan crest designs to their regalia when possible.

SCOPE OF WORK

The contractor will:

- Teach Northwest Coast art and Tlingit, Haida, or Tsimshian formline design.
- Create simple design templates and formline patterns for painted leather dance aprons will be created. The artist agrees that original designs may be reused for educational purposes by GHF and participating schools. These designs may not be sold for profit or used commercially without the artist's prior consent.
- Guide students in applying clan crest designs to leather and hide.
- Assist students in creating dance aprons, leggings, and headbands.

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- Teach Tlingit clan, crest, history, and cultural context related to the art.
- Participate in research activities at the Alaska State Museum.
- Provide safe, engaging instruction for middle school-aged students.
- Collaborate with GHF and school staff.

QUALIFICATIONS

Applicants must:

- Be highly proficient in Northwest Coast art and Tlingit, Haida, or Tsimshian formline design and transferring designs to leather, hide, regalia, or similar materials.
- Have strong knowledge of Tlingit clans, crests, history, and cultural protocols as related to the art forms.
- Have experience working with leather, hide, regalia, or similar materials.
- Be comfortable working with middle school-aged youth.
- Ability to create a safe, welcoming, culturally respectful classroom environment. Welcoming to all students, regardless of skill level or background.
- Be able to create original formline patterns for student use.
- Successfully pass a criminal background check.
- Provide their own transportation.
- Enrolled tribal citizen in a federally recognized tribe.

PREFERRED

- Preference will be given to those with previous teaching experience, but formal teaching certification is not required.
- Enrolled tribal citizen CCTHITA or a Southeast Alaska tribe.
- Certified Tribal Artist.

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CONTRACT TERMS

Location: Thunder Mountain Middle School, Juneau, AK
Contract Period: January 4-14 (excluding weekends), 8:30 AM-3:30 PM.
Estimated Time: 3 weeks (adjusting as necessary for school calendar and when appropriate), approximately 8 hours of instruction and 30 hours of preparation time. Not to exceed 50 hours of work, unless otherwise arranged between contractor and GHF. With prior approval, contractors may schedule extra hours post-intensive to finish projects with students.

Additional Instructor Support

GHF is willing to provide up to $1,500 to compensate an additional teacher apprentice or classroom support person to assist with the art intensive. Any individual serving in this role must successfully pass a background check before working with students and must have prior approval from GHF before working with youth. GHF reserves the right for final approval of any teaching assistants or volunteers working under this contract. GHF supports the traditional passage of knowledge from artist to apprentice, and encourages apprentices in our work.

Artwork and Educational Use

The artist retains partial ownership of all original artwork and dance apron design created under this agreement. Goldbelt Heritage Foundation (GHF) is granted a non-exclusive, perpetual, royalty-free right to reproduce, display, adapt, and otherwise use the artwork/dance aprons for educational purposes, curriculum development, educational programming, student activities, and future educational work with students and Alaska Native youth. GHF shall not sell, license, or otherwise use the dance aprons or designs for commercial purposes without the artist's prior written permission. Any commercial use or sale of items must be explicitly approved by the artist. Any use of clan crests or culturally restricted designs must follow appropriate cultural protocols and be discussed with GHF before use.

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EVALUATION CRITERIA

Proposals will be evaluated based on:

- Relevant experience and qualifications
- Demonstrated understanding of the role
- Approach and professional capacity
- Availability and capacity
- References

GHF may request an interview with finalists.

ADDITIONAL TERMS

GHF reserves the right to:

- Reject any or all proposals.
- Request clarification or additional information from applicants.
- Modify the scope of work before awarding a contract.
- Award a contract without an interview if deemed appropriate.
- Require a background check before contract execution or the start of work.

PROPOSAL SUBMISSION

Please submit:

- Letter of interest describing your approach to the intensive and your relevant cultural and artistic experience.
- Résumé, CV, or artist biography.
- Examples of dance aprons and/or Northwest Coast artwork, if available.
- Description of relevant teaching, mentoring, or youth experience.
- Proposed project cost, including hourly rate **or** total contract amount, estimated preparation and instruction hours, and any additional expenses.

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- Proposed list of materials, tools, and supplies needed, with estimated costs and clarification of what the instructor would provide versus what GHF or the school would provide.
- Confirmation of availability for the proposed project period.

Submit to:

Miranda Bell
Culture & Arts Program Manager
Goldbelt Heritage Foundation
Email: miranda.bell@goldbelt.com
Subject Line: RFP – Dance Apron
Deadline: December 1, 2026