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**FEAST ON THE FARM CONSULTANT JOB DESCRIPTION**

This agreement identifies the role and expectations for the consultant on the Community Crops annual fundraiser, “Feast on the Farm.” The date of the event is August 25th, 2018. The consultant will work with the Feast on the Farm Committee to increase revenue from the event and exposure for the organization.

The consultant, in collaboration with the committee and staff, will ensure the following aspects of the event are carried out successfully:

1. **Chef outreach:** consultant will create a prioritized list of local chefs, focusing on Lincoln or Omaha area chefs who have a demonstrated commitment to sourcing local produce, contact each chef to invite them to participate and maintain communications between Crops and the chefs leading up to the event. Consultant will maintain thorough records of correspondence and invoices for committee to review.
	1. **Goal: 10 local chefs confirmed as participating in the event by June 1st**
2. **Menu development and food ordering:** consultant will act as a liaison between crops staff, local farmers and chefs to develop unique menu items that feature local produce, dairy, meat and herbs. Once each item is finalized, consultant will be responsible for identifying sources of all ingredients from local sources, and delivering ingredients to chefs.
	1. **Goal: Menu finalized by July 1st, 2018**
	2. **Goal: Ingredient sources finalized by July 31st, 2018**
	3. **Goal: All ingredients delivered to chefs by August 18th, 2018**
3. **Coordinating logistics at the event:** consultant will attend the Feast on the Farm event on August 25th to ensure appropriate signage and equipment is at each chef station; greet chefs as they arrive and direct them to their station; coordinate with Crops staff and volunteers as needed before, during and after the event.

Consultant will attend monthly planning committee meetings and key meetings with the board and/or staff to learn, brainstorm and build out plans. Any purchases of food or other items needed for the event will be paid for by Crops. Crops will provide all materials from previous events to facilitate this work, but will not provide office space, computer access or other infrastructure.

**Compensation:**

This agreement is for an independent contractor for the period of April 1st, 2018 to August 25th, 2018. Upon satisfactory performance of the above goals and duties, Consultant will be compensated $1,500 total for this work. Payment will be allocated in two checks: ½ by June 15th, ½ within one week following the event.

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Consultant Date

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Community Crops Date