



Building Youth, One Boat at a Time

Urban Boatbuilders, Inc. 2288 University Avenue West, Saint Paul MN, 55114 651.644.9225
www.urbanboatbuilders.org

Request for Proposal Boatbuilding Manual Technical Writer

Urban Boatbuilders is a non-profit organization whose mission is to empower youth to succeed in work and life in the context of building wooden boats. The organization is seeking to create two boatbuilding manuals to support youth participants, instructors, and volunteers in the building of skin-on-frame boats.

Scope of Work

During the five month project period (January 15 - June 1, 2018) the writer will compile and synthesize procedures both written and in-person, compose a user-friendly format for the manuals, and finally complete two written boatbuilding instructional manuals for a tandem canoe and a solo kayak.

The following duties are to be performed during this estimated timeline:

Meet with staff twice a month for two hours at a time to evaluate progress.

January: Compile all relevant written manuals and photos, meet with staff to discuss criteria for the formatting, and begin to understand and organize procedural steps.

February: Finalize the format and continue organizing and writing procedural steps into the established format. Notify staff and instructors of which steps require more photos.

March: First draft of boatbuilding manual #1 is due at the beginning of March. Staff and instructors will review the draft over the course of three weeks. Begin organizing and writing the procedural steps for boatbuilding manual #2.

April: Review edits of manual #1. First draft of the manual #2 is due mid-April. Staff and instructors will review manual #2 draft by the end of April.

May: Conduct a detailed editing process, paying close attention to photos, diagrams, captions, and consistency. Final drafts of both boatbuilding manuals due June 1, 2018.

Deliverables

- Two written boatbuilding manuals (one kayak and one canoe) that integrates detailed photography and captions, diagrams, tool and material list, safety, and classroom management suggestions.
- A format that can be replicated for other boats and is accessible to a variety of boatbuilders (novice and experienced).

Terms of Contract

Length of project: January 15 - June 1, 2018

Compensation: \$25 - \$35 per hour DOQ. In addition, opportunities to learn woodworking and boatbuilding skills, and to use the fleet of boats and paddling equipment will be available.



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Proposals and Deadlines

Please submit a proposal by Friday, December 22, 2017, outlining the timeline, estimated number of hours anticipated to complete the project, and benchmark deadlines of the project within the constraints of the project period (January 15 - June 1, 2018).

To Apply

Please email your resume, minimum two pages of a technical writing sample, above proposal, and 2-3 professional references to Martha Brummitt at martha@urbanboatbuilders.org by Friday, December 22, 2017 at 5:00pm.

Evaluation and Award Process

Urban Boatbuilders will select a candidate based on their experience in technical writing and editing, at least two years is required, software design tools such as Adobe InDesign, and based on their level of experience in the preferred but not required fields: boatbuilding, woodworking or education. The candidate must also demonstrate great attention to detail, organization, photo editing skills, communication and ability to receive feedback.