



Call to Artists – Request for Qualifications For the 2012 Artist Roster

The Artist Roster seeks artists wishing to be considered for projects in Richmond's Community Public Art Program. This program matches artists with community groups to develop public art projects created through a collaborative process.

Deadline for Submissions: Tuesday, January 31, 2012 2:00 pm

For more information, contact the Public Art Program:

Phone: 604-247-4612

Email: publicart@richmond.ca

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"Portal into the Future" by Replanski with Gallant, Garcia, Herbert, Hilde, Hill, Jelincic, Marti, Pulvers, Sinclair and Stainsby. Photo by Andrea Sirois
"Ecovision" by Barbara Zeilger and James White Elementary School Students. Photo by Andrea Sirois
"The River" by Blake Williams. Photo by Andrea Sirois

What is the Artist Roster?

The Artist Roster was created for the City of Richmond Community Public Art Program (the Program). This initiative creates opportunities for collaborative public art projects between community groups and artists of all disciplines. Central to the Program is the principle that exploration and the process of art-making are of the utmost importance.

Artists on the roster are automatically under consideration for all community public art projects. The roster is also a resource for other City of Richmond public art project (i.e. private projects, civic projects, etc.).

Eligibility

Artists

Open to emerging and professional artists of all disciplines. Artists outside Richmond may apply but travel funding is not available. Interdisciplinary and team approaches are welcome.

The Program is interested in artists working in all art forms including (but not limited to):

- Visual arts: sculpture, film and video, photography, installation, multi-media and other visual arts
- Performing arts: performance, music, dance, theatre
- Literary arts: writing, story-telling, poetry

Process Overview

1. One or more community public art projects are selected for development each calendar year through a separately issued call to community groups.
2. A selection panel reviews the roster and creates a shortlist of artists for each project.
3. Working in tandem with an independent panel, the community group reviews the shortlist and invites an artist with whom they would like to work.
4. The artist enters into a contract with the City and a working agreement with the community group.
5. The artist and community group meet to develop a project concept.
6. The artist and community group work on the project with regular reporting to the Public Art Planner.
7. The project culminates in a public event or unveiling.

Budget

Community public art projects range in scope, complexity and budget. Artists invited to collaborate with a community on a public art project should consider the following:

- Selected artists receive a planning fee for the initial development stage. The artist and the community, with assistance from the Program, will work together during this period to formulate ideas they wish to explore, as well as develop a budget, timeline and implementation plan.
- The City may budget up to \$15,000 (inclusive of the aforementioned planning fee) per project. This may be supplemented with funds from community partners, grants or other sponsors.
- All budgets and schedules must be approved by the City's Public Art Program.

Selection Panel & Process

Selection panels can consist of art and design professionals, arts and culture professionals and educators, and artists (that are not on the Artist Roster). The selection process will also eventually include the project community group. The shortlisting or selection of an artist will be based on the artist's submission to the Artist Roster and may also include an interview phase.

Selection Criteria

Artists' submissions will be reviewed on the following:

- Artistic excellence, quality of artwork and professional experience of the artist.
- Evidence of broad thinking, conceptual clarity and problem-solving capabilities.
- Ability and willingness of the artist to work collaboratively with community members on a shared goal.
- Ability to work well with a wide range of people including community members, City staff, arts professionals, and professionals in other fields.
- An expressed desire to create artwork in a public realm.

The Artist Roster

This Request for Qualifications (RFQ) is to participate in the Artist Roster. Artists are encouraged to apply to other calls listed on the City's website. This RFQ does not automatically include artists for consideration in all calls listed on the City's website.

Artists on the roster must keep their contact information current to remain on the roster. Artists on the roster will be contacted once per calendar year to re-confirm their inclusion on the roster. Artists will be asked to update their submitted materials every two years to remain on the roster.

An artist may request in writing to be removed from the roster at any time. The removal will be completed within 30 days of the artist receiving confirmation of the request from the City.

Artists are free to decline invitations to participate on projects.

From time to time and as required, a selection panel may be convened to limit the number of artists on the roster.

Artist removed from the roster (by their own request or otherwise) may reapply the following year when the call is a Call to Artists

Application Requirements

All submissions should contain the following items and in the following order:

- The completed application form (included at the end of this document).
- Letter of Interest (2 pages maximum)
 - The letter should address the Selection Criteria (above) and include a statement about your artistic discipline and practice, your interest in working collaboratively with a community, what you feel you would bring to a project through your artwork, how your artwork would be impacted, and your experience working in a collaborative fashion.
- Resume/Curriculum Vitae (2 pages maximum)
 - Outline your experience as an artist, including any public art commissions. If you are submitting as a team, each member must provide a resume (a maximum of 2 pages each)
- A biography (250 words maximum)
 - Write a few paragraphs about yourself. If you are submitting as a team, each member must provide a resume (a 250 words each)

- Three References
 - Individuals who can speak to your art practice and interest and/or experience in public art projects. Please include: name, occupation, title, organization, address, primary phone number, email and a brief statement describing the nature of your working relationship to the reference listed.
 - Artist teams need to provide 3 references total.
- Reproductions of Previous Work:
 - **WRITERS** - Text (10 pages maximum)
 - Samples and excerpts of work such as books, poetry, articles, etc.
 - **VISUAL ARTISTS** - Photos (10 images maximum)
 - .jpg format
 - One image per page (full size)
 - Do not include any text on or surrounding the image
 - **RECORDING/SOUND ARTISTS** - (2 audio samples maximum)
 - .mp3 format
 - The 2 samples together must not exceed 10 minutes in duration
 - **VIDEO/PERFORMING ARTISTS** - (2 video samples maximum)
 - .avi format preferred
 - The 2 samples together must not exceed 10 minutes in duration
 - **OTHER**
 - If your artistic discipline does not lend itself to one of the above methods, please contact publicart@richmond.ca for specific submission criteria.
- Annotated List of Previous Work
 - Provide information on all your reproductions of previous work. Include information such as (but not limited to): title of work, medium, approx. dimensions, location and date.
 - Artists are also encouraged to include a brief description.
 - Please cite all sources (where applicable)
- Supporting Documentation (Optional) (2 pages maximum)
 - This documentation may include (please cite all sources):
 - Recent reviews and news clippings
 - Excerpts from programs, catalogues and other publications that include examples of your work

Application Guidelines

This RFQ accepts paper submissions via mail or delivered in person. Electronic submissions are accepted and encouraged. Submissions must be complete and strictly adhere to these guidelines and the application requirements (above) or risk not being considered. Faxed submissions will not be accepted.

- Address all applications to “Richmond Community Public Art Program”
- All submissions (electronic and print) must be formatted to 8.5 x 11 inch pages. Do not send any models or maquettes.
- The artist’s (or team’s) name should appear in the right header of every page.
- Do not submit any original materials or files. Submissions will not be returned.
- Do not bind, staple or use plastic cover sheets.

Electronic submissions:

- Must be submitted in MS Word or PDF format. Do not compress (zip) files.
- Must be self-contained. Do not imbed links to other websites or on-line documentation or media.
- Must be contained in one single document. Do not submit multiple electronic documents.
- Must be 10MB or smaller (if emailed). Submission over 10MB must be sent via PC-compatible CD.

Submitting as a Team

The team should designate one representative to complete the application form. Team submissions must adhere to the specific submission guidelines with the following exceptions:

- Each team member must submit an individual biography and resume/CV (See Submission Requirements)
- All Team Members must list their full names on the space provided on the Information Form

DEADLINE FOR SUBMISSIONS

Submissions must be received by **Tuesday, January 31, 2012 2:00 pm** to be eligible for consideration in the 2012 Call to Community Groups. Submissions received after the deadline and those that are found to be incomplete will not be reviewed.

It is the applicant's responsibility to ensure the submission package reaches the City of Richmond by the deadline.

Email, mail or deliver submissions to:

Richmond Public Art Program
City of Richmond
6911 No.3 Road
Richmond, BC V6Y 2C1
604-204-8671
publicart@richmond.ca

For questions and additional information, contact

Eric Fiss, MAIBC, MCIP, LEED AP
Public Art Planner
City of Richmond
604-247-4612
efiss@richmond.ca

For Public Art Program updates please check the web site at www.richmond.ca/publicart.

Additional Information

All information provided under the submission shall be considered confidential and shall only be disseminated to City staff and partners for the purposes of the selection process. All submissions to this call become the property of the City and will be held in confidence as required by law.

While every precaution will be taken to prevent the loss or damage of submissions, the City and its agents shall not be liable for any loss or damage, however caused.

The artist/artist teams selected for public art projects will enter into a contract with the City of Richmond. Until a written contract is signed by the City and the artist/artist team, no legal rights or responsibility shall exist between the City and the artist/artist team.

The City reserves the right to reissue the call as required.

Attach one (1) copy of this form as the first page of the application.

Name: _____

Artistic Medium: _____

Address: _____

City/Postal Code: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____ Website: _____

Application Checklist

Please provide these items in the following order (as outlined in Application Details):

- Application Form(this page)
- Letter of interest
- Resume/Curriculum vitae
- Biography
- References
- Reproductions of previous work
- Annotated list of previous work
- Support Documentation (Optional)

Team Name (if applicable): _____

List Team Member Names Here (Team Lead complete above portion):

Please let us know how you found out about this opportunity: _____

Would you like to receive direct emails from the Richmond Public Art Program? _____

Signature: _____ Date: _____

Application Deadline: Tuesday, January 31, 2012 2:00 pm

Deliver to: City of Richmond, Public Art
6911 No. 3 Rd. Richmond, BC, V6Y 2C1

Or by email to:
publicart@richmond.ca