



Request for Qualifications: Contract Opportunity

Public Arts Coordinator

Application Deadline: January 30, 2012

Overview

Beautiful Downtown Lewiston, a non-profit organization with a mission to create a vital and inviting downtown district, is forming the Public Arts Initiative as part of the Lewiston Urban Renewal Agency's major rebuild of First and Fifth Streets in downtown Lewiston. Five projects have been designated as part of the public arts component of the street rebuild plan, including permanent entryway art work, a library entrance focal point, library benches, bicycle racks, and an art-on-loan program. The Public Arts Coordinator will be responsible for coordinating the artist solicitation, public comment, committee review, and database upkeep for each of the five projects.

The Public Arts Coordinator supports the Executive Director and the Board of Directors in serving the Public Arts Initiative goals by managing the Initiative's public art functions and by supporting the selection committee. The Coordinator receives assignments from and reports directly to the Executive Director. The Public Arts Coordinator is an independent contractor based in a personal office, working part-time with flexible hours.

Attributes and proficiencies necessary for this work include creativity, well-developed interpersonal skills, superior written and oral communication, document design and presentation expertise, database proficiency, strong organizational skills, and capacity for developing the Public Arts Initiative through visual, digital and social media.

Scope of Work

The Public Arts Initiative consists of two components:

- ❖ **Permanent Pieces** include entryway pieces on the north and south ends of Fifth Street, a library entrance focal point, library benches, and bicycle racks. Each of these permanent pieces will require creating and distributing a call for artists, a public review and comment period, committee selection, and artist coordination during installation. There is a rigorous timeline for completing this process for each permanent piece during 2012.

- ❖ **Art On-Loan Program** creation and coordination. The Art On-Loan component will require the same steps (artist solicitation, public comment, committee selection and artist coordination) as the permanent pieces in the process of selecting approximately ten pieces of art to be displayed in an “outdoor gallery” on Fifth Street for one year. Work will also include coordinating artist honorariums, artist visits to Lewiston, brochure creation and other advertising, and planning assistance for annual Downtown Art Walk event.

Both components require proven, demonstrable excellence in community engagement tactics and program management practices.

The Public Arts Coordinator position is a part-time contract without a fixed schedule; an average of 7.5 hours per week is assumed. Hours will vary weekly in order to accomplish all responsibilities and assignments as schedules and needs dictate. Contractor works from personal office, but routine meetings are required at the Beautiful Downtown Lewiston office and adjacent conference room, and may also occur throughout Lewiston. Contractor is expected to possess a computer, internet connectivity and other equipment and skills appropriate to completing the below listed responsibilities.

Responsibilities

- ❖ Coordinate artist selection processes for all projects including developing and disseminating Calls to Artists, soliciting public comment through online media and public meetings, and coordinating selection committee process;
- ❖ Participate in and support monthly/bi-monthly Public Arts Initiative committee meetings;
- ❖ Develop and sustain inventories and records of applicants and selected art pieces;
- ❖ Assist in planning special projects and events, such as Downtown Art Walk and public meetings;
- ❖ Coordinate Art On-Loan artist honorariums and artist visits to Lewiston;
- ❖ Coordinate effective media relations and press about the Initiative;
- ❖ Ensure reliable, consistent electronic communication;
- ❖ Track and report data as requested to satisfy accountability needs;
- ❖ Actively seek sustainable Art On-Loan funding through grant research and, when available, applications.

Qualifications

A successful candidate will have a broad knowledge of the public art field and policies; familiarity with best practices in public art processes; and experience with effective community engagement tactics. Superior organizational skills and exceptional oral, written and

presentation skills are required. A Bachelor's Degree in visual arts, arts management, public policy/administration or related field is desired.

Thorough review of the Beautiful Downtown Lewiston and Downtown Lewiston Streetscape websites is recommended: www.beautifuldowntownlewiston.org and www.downtownlewistonstreetscape.com.

Compensation

The Public Arts Coordinator is an annual renewable personal services contract with Beautiful Downtown Lewiston for the fiscal year ending December 31, 2012. The Public Arts Coordinator will be compensated at the rate of \$15 per hour for no more than 300 hours in 2012. Health and retirement benefits are not included.

Application Guidelines

Please submit the following **by January 30, 2012, no later than 5:00 p.m. PST:**

- ❖ Cover letter, describing interest and qualifications (in PDF format);
- ❖ Resume (in PDF format);
- ❖ List of three professional references with contact information (in PDF format);
- ❖ At least one, but not more than four, work products, support documents or supplemental material to illustrate experience and capabilities as related to the position of Public Arts Coordinator. Present in the form of website links or PDF documents.

Address submissions to breanne@beautifuldowntownlewiston.org with the subject line "Public Arts Coordinator". Electronic submission is required. No phone calls please.

Once selected, the Public Arts Coordinator will be asked to begin contract hours immediately. Please do not submit an application if you will not be available to begin contract by February 21, 2012.