

Selection Process for Commissioned Public Artwork

Overview: The Local Selection Committee (LSC) Project Director and the AIPP Project Coordinator will guide the LSC through the artist selection process. Although many committees may meet several times depending on the scope and budget of the project, there will be a minimum of 3 in-person meetings for every committee. At the first meeting the LSC will discuss the project intent and development of the prospectus. The AIPP Project Coordinator will then draft the prospectus and send it to the LSC Project Director who will distribute it for approval and comment. Artists will then submit their qualifications according to the prospectus guidelines via CaFÉ at <http://callforentry.org>. The LSC will evaluate the submissions, select up to five finalists and ultimately award the commission. Each of these steps varies in length of time and number of meetings. All artwork acquired through the AIPP Program *must* be displayed in areas accessible to the public at all times. Artwork may not be displayed in private offices. All artwork must comply with ADA guidelines.

Project Director: Each AIPP project must have a designated LSC Project Director assigned by the Owner or User Agency of the building. The AIPP Coordinator will assist the LSC Project Director in assembling the LSC and work with the committee to develop the project intent, prospectus and facilitation of the selection process. Please refer to the *Project Director Responsibilities* for further information.

Local Selection Committee: An integral component of the AIPP program is community involvement. In order to assure that the works of art selected reflect the attitude and taste of the community, local participation in the artwork selection process is a major concern of New Mexico Arts. All LSC members are required to sign a Conflict of Interest form prior to participation.

Membership: In consultation with and according to the guidelines of New Mexico Arts, AIPP, LSC members are appointed by the Owner or User Agency of the public building. The LSC is comprised of five key voting members and in certain circumstances, seven members. The five key LSC members must be present at all meetings in order for a meeting to take place. Local community leaders and the local arts organization can be consulted to make recommendations for LSC membership. The AIPP Program Manager will provide final approval of the LSC.

The 5 key LSC members must be present for any meeting to take place. The key members are: Owner Agency Representative, User Agency Representative, Architect/Engineer (familiar with the building and/or grounds), Artist and Arts Professional. If an Architect/Engineer is not required due to the scope of the project, it is mandatory for one Community Representative to serve on the LSC. For college/university campuses, one member of the Board of Regents or its designee must serve on the LSC. The LSC must reflect the cultural diversity of the community.

Artwork Selection Process

Meeting 1, Prospectus Development: The Local Selection Committee, with assistance from the AIPP Coordinator, considers various criteria to identify the location(s) for the artwork, type of art appropriate for the site and the project intent. The AIPP Coordinator assembles the criteria and develops the prospectus. Committees are usually able to determine the criteria for the desired artwork during the first meeting.

Distribution of Project Information: Upon development of the prospectus and approval by the LSC, New Mexico Arts will distribute the call for artists in the following ways.

- The quarterly newsletter of New Mexico Arts, *ARTSpeak*, is distributed to over 6,000 artists, galleries and arts organizations. Approximately a third of the distribution is out-of-state. *ARTSpeak* is the primary vehicle for the release of all AIPP commission and purchase projects.
- Public Service Announcements are sent to appropriate statewide, regional and national media sources including newspapers, arts publications, and online project opportunity lists. The Project Director is encouraged to follow up on advertising in the local media.
- LSC members are encouraged to suggest artists they feel are qualified to apply for the project. LSC members are required to enter into a Conflict of Interest Agreement.
- AIPP uses the CaFÉ electronic application and selection process online at <http://www.callforentry.org>. All materials must be submitted according to the specifications outlined on the CaFÉ website.

Meeting 2, Submission Review: Approximately one week after the submission deadline, the Project Director and members of the LSC will begin an independent first-round review of submissions via CaFÉ. The AIPP Project Coordinator will provide each member of the LSC with unique log-in information to access the submissions.

Meeting 3, Finalist Selection: Once the LSC has completed the independent first-round review, the committee will then meet in-person to discuss the remaining submissions and select up to 5 finalists for the project.

Meeting 4, Finalist Presentation: Approximately two months from when the LSC selects finalists for the project, finalists will present proposals and/or maquettes to members of the LSC and the public. The LSC reviews the finalists' presentations and proposals or the selected artist's proposal. The final selection of an artist and artwork must be formally approved by a 2/3-majority vote of the LSC, duly moved and seconded. All five key members of the Local Selection Committee must be present for this vote. The LSC approves and signs off on the final design (drawing/maquette) of proposed artwork. This can usually be accomplished through email and/or telephone conversations with the LSC and not a formal meeting.