

Contractor's Responsibilities

Beginning October 2009 - \$44,000.00 pay (including gross receipts tax and travel expenses) for 9 months.

Contractor is responsible for all travel expenses related to the project.

Contractor will furnish workplace, telephone, vehicle, computer and other equipment in compliance with requested services.

Please note this contractor position is being funded by monies from the National Endowment for the Arts under the American Recovery and Reinvestment Act of 2009 and the contractor must comply with all requirements under that law as well as all requirements specified by New Mexico Arts and the New Mexico Office of Recovery and Reinvestment.

Minimum Requirements for candidate to be considered for the position:

- Arts background - visual arts a plus
 - Project management experience
 - Bachelors degree
 - Familiarity with Microsoft Office Programs (Word, Access, Excel and PowerPoint)
 - A proven ability to work on one's own, and complete detailed paperwork and meet deadlines
 - At least three professional references
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The contractor shall render the following services which include but are not limited to:

- Submit a detailed budget, including gross receipts tax and travel budget.
- Facilitate the selection of approximately 75 to 100 Purchase Only artworks from western state artists as part of the 2010 Acclaimed Artist Series.
- Make site visits throughout state for artwork compliance, condition reports, digital photograph, etc. in each region where artwork is purchased and as needed.
- Maintain accurate and current project files including project documentation such as phone logs, etc.
- Contractor will meet all reporting deadlines established by New Mexico Arts to ensure compliance with the American Recovery and Reinvestment Act (ARRA) of 2009 mandated reporting deadlines as well as any deadlines specified by New Mexico Arts for the reporting of data that New Mexico Arts requires for compliance with ARRA reporting requirements.
 - a) In the event that additional data reporting is imposed on New Mexico Arts by federal law or by an appropriate federal agency subsequent to the execution of this Contract, Contractor agrees to fully comply with any and all additional reporting requirements as directed by New Mexico Arts.
 - b) Contractor shall complete a monthly report that includes:
 - a) The amount of funds that were expended during that period;
 - b) A narrative, including but not limited to details of tasks undertaken, the location where tasks were performed, and the actual hours worked.
 - c) A monthly budget update

- Coordinate with AIPP manager on availability of funds prior to project initiation.
- Provide NMA with a photo and bio so that we may put a human face on the Art Jobs funds received from the National Endowment for the Arts.
- Ensure compliance with all relevant federal, state, and local rules, regulations and laws; and ensure the timely, efficient, and creative selection of public art, in compliance with the Art in Public Places Program policies and procedures.
- Assist local governments, state agencies and other entities that qualify under the Art in Public Places Act in identifying an appropriate site representative and selection committee members for each project.
- Make educational/orientation presentations.
- Enter data into contract database and monitor contracts for artists, local governments and public agencies.
- Inform AIPP Manager:
 - a) Prior to departure provide travel schedule and locations to be visited; and of weekly activities through written and verbal correspondence. This includes potential problems or resolution of problems with a project or site; and
 - b) Bi-weekly updates on project management, site reports and project tracking or other related reports.
- Provide technical assistance to artists, local governments, and state agencies regarding public art and the public art selection process.
- Assist in locating and recruiting artists into the AIPP program.
- During this contract period, act as an advocate and ambassador for the Art in Public Places Program in order to maintain and increase its visibility and reputation.