

### **Selection Process for Commissioned Public Artwork**

**Overview:** The Project Director and the AIPP Project Coordinator will guide the Local Selection Committee (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 meetings for every committee. At the first meeting the LSC will discuss the project and develop criteria for the prospectus. The AIPP Project Coordinator will then draft the prospectus and distribute it. Artists may then submit for the project according to the terms of the prospectus. AIPP will assemble submission materials for review. The LSC will evaluate the submissions and select an artist for the project. Each of these steps may vary 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 Project Director assigned by the User or Owner Agency of the building. The AIPP Coordinator will assist the Project Director in assembling the Local Selection Committee 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, Local Selection Committee (LSC) members are appointed by the user of the public building or the project director. The LSC is comprised of five members and in extenuating 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 with to make recommendations for LSC membership. AIPP will provide final approval of the LSC.

**The 5-6 key committee 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:

**Development of the Prospectus:** The Local Selection Committee, with assistance from the AIPP Coordinator, considers various criteria to identify the location of 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 media sources locally and statewide including newspapers, arts publications, and radio stations. 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.
- Artists must contact NM Arts to request a prospectus by phone, e-mail or through our web site at [www.nmarts.org](http://www.nmarts.org).

### Meeting 2:

**Review of Artists Submissions:** The AIPP Project Coordinator will arrange the submissions (resume, artist statement and image list) and make a Power Point presentation of previously completed artworks. The LSC will review the artists' submission materials. At this time, either an artist will be selected or up to 5 finalists will be identified.

### Meeting 3:

**Final Selection:** Approximately two months from when the LSC selects finalists for the project, 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.

### Meeting 4:

**Final Approval:** 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.