



## **Public Art Project Administrative Responsibilities and Sample Administration Budget**

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The project administrator/coordinator serves as liaison between the commissioning body, selection committee, artist and all others involved with the project. The position coordinates all phases of the project from initial development through installation and beyond including the coordination of all budgetary items.

Average Administrative time spent per project is 100-250 hours. Hours will vary depending on the scope of project.

Average Support Staff time spent per project is 60+ hours. Hours will vary depending on the scope of project.

### **Specific Tasks**

#### **Project Development**

- Conduct meetings to educate client/involved agencies about public art and the public art process
- Conduct meetings/produce meeting notes to determine conceptual direction of the project and site selection
- Inform public of the project direction and receive feedback
- Research and arrange for best people for the selection committee

#### **Selection Process Phase I**

- Draft prospectus/re-draft prospectus based on panel feed-back
- Develop targeted mailing lists, etc. to market project
- Print and mail prospectus/post to listservs
- Answer questions from artists about the project
- Schedule meetings
- Notify panelists of meetings
- Prepare meeting materials

- Arrange for meeting rooms and equipment
- Process artists submissions
  - review artists submissions for completeness/follow-up on missing information
  - confirm receipt and provide information to artists if requested
  - enter into computer database
  - create individual files
  - produce index
  - edit materials
  - load slide carousels/prepare jpegs/CDs
  - produce panel books including the following components:
    - panel cover letter/directions to meeting
    - agenda
    - copy of RFQ
    - list of panelists
    - sample review sheet
    - spacer between artist information
    - artist letter/statement of interest
    - artist resume
    - slide script
    - (additional materials received from the artists may not be placed in panel book, but should be made available at the panel meeting)
  - mail panel books (to be received 1 week before meeting)
  - conduct meeting/produce meeting notes
  - send thank you notes and honoraria (if applicable) to committee members
  - notify selected artists
  - notify rejected artists
  - inform public of project progress

## **Selection Process Phase II**

- Prepare and send letters of agreement/contract to selected artists
- Discuss project in depth with artists
- Arrange for site visits and arrange meeting with architect/designer/community etc.
- Arrange schedule for finalist interviews
- Arrange for meeting rooms and equipment for artist presentations
- Prepare selection criteria
- Conduct meeting to select finalist/produce meeting notes
- Prepare checks for artists and pay artists
- Contact artists with panel decision

## **Commissioning Process and Project Management**

### **Design Phase**

- Draft scope of services description as part of standard contract
- With artist, negotiate deliverables and payment schedule
- Negotiate full contract with artist and other involved parties

- Maintain contact and information flow with artist and other parties (state or municipal commissions/agencies, committee representatives etc. )
- Negotiate any necessary design changes
- Approve working drawings in conjunction with knowledgeable professionals (architect, landscape architect, engineer) and others (state or municipal commissions/agencies, Committee representatives etc. )
- Once approved, see to artist payment

### **Construction Phase**

- Based on design, determine contractor and sub-contractor involvement
- Determine and facilitate necessary engineering stamps and appropriate insurances
- Establish artist commission schedule in conjunction with other construction schedules
- Establish a relationship with, and continue contact and information flow with all parties involved and negotiate schedule changes with all involved. (Remember, sub-contractors are the responsibility of the contractor and the contractor is the responsibility of the architect or landscape architect of record. Respect the hierarchy).
- Facilitate necessary interagency coordination
- Develop a timeline keeping in mind construction schedule, the amount of time it takes for approvals etc.
- Keep a running chronology of key events and facts including all related correspondence plan for opportunities for education and public information about the project throughout and coordinate press announcement/materials in advance of the completion of the project monitor commission progress/facilitate payments to artist as commission phases are completed
- Plan, announce and conduct educational activities with artist
- Facilitate installation of artwork (if artwork is to be integrated, see above)
- Approve final work upon installation
- Solicit and receive documentation from artist
- Conclude contract and make final payment to artist
- Develop and distribute press packet
- Participate in dedication events

## **Sample Project Administration Budget (not inclusive of different project needs)**

### **Personnel**

- Project coordinator - 100-250 hours @ \$x per hour (in-kind?)
- Support staff - 60+ hours @ \$x per hour (in-kind?)
- Panelists - (per individual) up to 16 hours in panel + pre-panel prep time - \$0-\$250 per day

Note: the decision to pay panelists is based on their connection with the project, expertise, scope of the project, distance to travel, amount of time spent in the selection process. Normally, unless it is a nationally important commission, panelists are drawn from the community and surrounding areas and possibly paid only a travel fee to participate. When an outside panelist(s) is required, they are paid a negotiated honorarium and travel expenses. A fair fee is \$250 + travel and per diem

- Other volunteers (in-kind)

### **Publications**

Design and printing of RFQ/RFP - \$100-\$1,000+ depending on design and type

### **Panel book**

Panel book duplication - \$50-\$200 (or in-kind) overall depending on number of panelists and amount of materials included in the panel book

### **Postage**

- Postage to send RFP/RFQ - \$.34-\$.78 per unit (could use bulk mail to save)
- Use of internet list serves and on-line publication announcements have greatly reduced the number of RFQ's/RFPs that need to be mailed
- Postage to send panel book - \$5-\$7 per unit x number of panel members

### **Other Marketing of RFP/RFQ**

Cost for placing print or on-line advertisements (if applicable)

### **Shipping/Insurance (if applicable)**

- Shipping of maquette (depending on the size). In most instances, the artists often carry maquettes as luggage when they travel. If shipping is required the commissioning body should assume that expense.
- Any insurance are assumed by the artist

### **Space rental for meetings (if applicable)**

### **Travel**

- Artist to and from site - airfare or round trip car miles traveled x .34-\$.48 per mile

- Outside area panelists- same as above

### **Accommodations/Per Diem**

### **Honoraria**

Finalist honoraria - \$250-\$3,000 depending on scope of project and the caliber of artists you are seeking, any site visit requirement and the extent you want the artist to go in preparing proposals/drawings/maquette/models. This fee could be inclusive of travel, accommodations and per diem for site visits, panel meetings etc.

### **General Supplies/Refreshments for panelists**

### **Engineering fee?**

It is a good idea to have an engineer review the artist's plans to work out the feasibility. This can wait until the artist is under contract and at the final design phase.