

Sculpture in the Park Invitational Exhibition (Time Line)

July 2013:

- The Arts Commission votes to propose to the City Council, for consideration and approval, an every-other-year Sculpture in the Park Invitational Exhibition including a contracted project Art Coordinator/Site Manager.
- City Council votes to approve July 23

August:

- An Art Coordinator/Site Manager is contracted for the project.

Task list description for project Art Coordinator/Site Manager

September:

- Create an open and transparent communication with the Arts Commission and City
- Co-ordinate full time line, plans and concepts with:
 - Arts Commission
 - City staff
 - City manager/asst. manager
 - Parks and Recreation
 - City Council
- Confirm budget, adjust time-line
- Coordinate master calendar for all deadline dates and theme
- Create artist's contract and consignment agreement form and send to city attorney for approval
- Establish open communication between artists, colleges, universities, museums and private collectors
- Create contact list of potential artists and artist registries
- Design Call for Artists Entry form
- Review with Arts Commissioners and staff
- Post Call for Artist Entry on City Web Site and Artist Organization Web Sites

October:

- Develop and organize central selection process

- Coordinate with Arts Commission's, Arts in Public Spaces Ad Hoc Committee
- Manage incoming submissions and inquires
- Keep an open communication between artists, colleges, universities, museums and private collectors

November:

- Close application process, organize/sort final submissions for selection process
- Coordinate with Art in Public Spaces Ad Hoc Committee to meet for selection
- Confirm with Public Works Department of exhibition infrastructure feasibility
- Notify City staff, Newport Beach and Co., Chamber of Commerce, and others who will be providing free coverage of the event in their publications.
- Meet with Arts Commission's Art in Public Places Ad Hoc Committee panel members for final selections
- Report to Arts Commissioner and City Council selection approvals

December:

- Send acceptance/rejection letters to artists who have applied
- Start site placement selection
- Examine each proposed entry for durability, environmental impact and safety concerns
- Formulate final decision for best placement and the overall aesthetic look of the exhibition
- Work with Arts Commission's Art in Public Places Ad Hoc Committee for final site placement selections
- Oversee Public Works sculptor pads/foundations design
- Reserve Community Room for Opening Day Artists Reception
- Consult and update with City staff as they plan the One-Year Civic Center Anniversary Celebration

January 2014:

- Fine tune placement selection
- Mail artists whose work was accepted the City's congratulations, necessary contracts, and necessary legal documents.
- Obtain any additional artist information that might be needed
- Maintain contact with the artists and owners
- Respond to calls mail and email
- Develop docent-training materials with The Arts Foundation
- Report to Arts Commission for approval
- Start Docent Training

- Report to Arts Commission

February:

Media plan

- Design brochures and or catalog with artist information, images of the sculpture, dimensions and materials of each work.
- Arrange for advertising through City staff
- Create press releases with City staff
- Arrange with City staff for banners
- Order on site sculpture labels and event signage
- Coordinate and oversee installation of sculpture pads/foundations with City
- Proactively work with city for potential problems in advance

March:

- Plan invitations and catering for Artist's Reception

Education

- Organize artist environmental/lead sculpture workshops
- Design sculpture guide
- Create education kit available from our website for thousands of children who will visit on school excursions
- Plan access program tactile and easy tours-coordinate with Arts Foundation
- Notify schools in the area
- Create a 'Site Issues Form' with City Site Manager including technical and structural questions
- Mail Site Issue Forms to each artist
- Coordinate with the City the logistic of streets-and state road use during installing process
- Review with Art in Public Places Ad Hoc Committee
- Report to Arts Commissioner

April:

- Confirm with artists their day and time of their sculptor installation
- Complete final sculpture installation
- Continue to work with staff and Arts Commission on Civic Center Anniversary Celebration
- Organize evening Artists Invitational Reception
- Readily available at all times

May:

- Final walk through of the Sculpture Park project with City, Commissioner and staff.
- Oversee evening Artists Reception

- Monitor new Docent Tours
- Close books
- Set up provisional time line for 2015/2016
- Review future event recommendations with Art in Public Places Ad Hoc Committee
- Final report to Arts Commission and City Council

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