



CALL FOR APPLICATIONS

Boise City Seeks Artists and Arts Professionals to Serve as a Voting Members of Public Art Project Selection Panels

Contact: Catina Crum, Public Art Assistant, cecrum@cityofboise.org

Deadline: Applications will be accepted and reviewed on a rolling basis until 31 December 2018 at noon

Opportunity:

The Boise City Department of Arts & History invites artists and arts professionals to submit an application for the opportunity to serve as a voting member on a Public Art project selection panel(s). Selection Panels typically consist of funding stakeholders, an Arts & History Commissioner, an Arts and History Advisory Team member, and up to two artists or arts professionals. Once a Call for a project opportunity is closed, the applications are compiled and are provided to Panelists in advance of the Selection Panel meeting. During the meeting each member has the opportunity discuss project applications and to select one or more finalists, depending on the project opportunity. The Selection Panel’s recommendation may then be provided to the Arts & History Commission and Boise City Council for final approval.

This opportunity affords the participating individuals insight into the selection process as well as the ability to actively participate in the decision-making process. The creative individual’s voice is critical to the selection of a finalist.

Applications received for this call will not be reviewed by a Selection Panel but will be reviewed internally by Department staff. All applications that meet the specified criteria will be added to a Selection Panel member pool. In the event a new opportunity is developed, the pool may be provided the opportunity to participate in an availability poll. Individuals with experience relative to the specific opportunity may be given preference. Participation in a Selection Panel poll may not guarantee the individual a spot on the panel, however the City intends to provide the opportunity for interested participants to be incorporated into the process whenever possible.

Timeline:

Call Released	October 2018
Applications are Reviewed	October 2018 – December 2018
Last Chance to Submit Questions	27 December 2018 at noon
Call Closes	31 December 2018 at noon



DEPARTMENT OF ARTS AND HISTORY

MAYOR: David H. Bieter | DIRECTOR: Terri Schorzman

Application Instructions and Information

- **Submit Applications to the Boise City Department of Arts & History 150 N. Capitol Blvd., Boise, Idaho, 83702.** The submission package or envelope **SHOULD BE SEALED** and **PLAINLY MARKED** with the following:

Department of Arts & History

150 N. Capitol Blvd.

Boise, ID 83702

Selection Panel Member

OR

- **Via E-mail to publicartsapps@cityofboise.org.** The subject line **MUST READ: Selection Panel Member**. File names (JPEGs, Proposals, Resume, etc.) shall be named **PANEL** and Applicant name (example: **PANEL-102Smith**).

Questions & Clarifications must be submitted to Catina Crum, cecrum@cityofboise.org by or before **Wednesday, 27 December 2018 at noon**. The City encourages applicants to submit the Application at their earliest convenience.

Evaluation Process

The City of Boise reserves the right to reject any and all applications, to waive any irregularities in the applications received and to accept the applications that are in the best interest of the City. Boise City is an Equal Opportunity Employer.

Applications will be reviewed by Public Art staff. The Application package shall contain the following information:

1. Application Form

Fill out and sign the **Application Form**/ Signature Page and submit as your first document.

2. Letter of Interest

Include a short letter addressing why you're interested in this opportunity and your related experience or qualifications as an artist or arts professional. Letter should not exceed one page.

3. Resume

Include a resume and / or brief summary of the Artist's qualifications and / or past experience.



DEPARTMENT OF ARTS AND HISTORY

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SELECTION PANEL APPLICATION FORM:

Name: _____

Artistic Medium(s):

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Website: _____

Signature: _____ Date: _____

IMPORTANT: Sign and date this form or risk disqualification!

The above signed acknowledges the rights reserved by the City to accept or reject any or all Proposals as may appear to be in the best interest of the City and to bind themselves, on the acceptance of this Application, to enter into and execute a contract, of which the scope of work, fee structure, and terms & conditions shall be negotiated.

1. INCLUDE/ATTACH LETTER OF INTEREST

2. INCLUDE/ATTACH RESUME

Please let us know how you found out about this opportunity _____

Would you like to receive direct email about other Call for Entries from the Boise City Department of Arts & History? _____

APPLICATION CHECKLIST

- Application Form/ Signature Page
- Letter of Interest/ Ability to Provide
- Resume/Prior Experience