

OFFICE OF PUBLIC ART

Work with Neighborhood Allies to outline the process for community selection, artist selection, write the selection documents, develop the contracts for artists and communities, identify and form selection committees, develop preliminary evaluation tools, develop promotional materials.

Co-host information session for community organizations, process applications, administer selection panel, document process.

Host information session, distribute RFQ for artists, process applications, administer selection panel, document process.

Participate in or lead meetings with artists and communities, develop materials and participate in placemaking academy, facilitate community design review meetings, assist artists with questions during conceptual design phase, identify entities that need to give permission for projects and facilitate meetings with those entities, document process, support artist contract administration by CBOs.

Participate in or lead meetings with artists and communities, develop materials and participate in placemaking academy, facilitate community design review meetings, assist artists with questions and connect them to resources during implementation phase, review completed projects for compliance with conceptual design, document process, support artist contract administration by CBOs.

Develop and participate in educational programs and materials about the artworks, oversee removal of artworks and site clean-up, participate in program evaluation, document projects, support artist contract administration by CBOs.

MONTH

NEIGHBORHOOD ALLIES

COMMUNITY ORGANIZATION

4 WEEKS		8 WEEKS		8-12 WEEKS			8-12 WEEKS			12-36 WEEKS			52-104 WEEKS										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

Work with OPA to outline the process for community selection, artist selection, write the selection documents, develop the contracts for artists and communities, identify and form selection committees, develop preliminary evaluation tools, develop program webpage, grant administration, develop promotional materials.	Co-host information session, outreach and promote opportunity to CBOs, respond to CBO inquiries, participate in selection panel, grant administration.		Attend information session, participate in selection panel, provide support to CBOs, grant administration.			Develop placemaking academy, attend meetings, facilitate placemaking academy, lead presentations to the communities, participate in design review, document process, grant administration.			Participate in or lead meetings with artists and communities, develop materials and lead placemaking academy, participate in community design review meetings, provide support to CBOs during implementation phase, review completed projects for compliance with conceptual design, grant administration			Participate in educational programs, administer program evaluation, provide support to CBOs, grant administration.										
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Participate in selection meetings, ensure call for artists is distributed in their community.

Participate in placemaking academy, facilitate meetings with artists and community members, work with artists to develop locations, host community design review meetings, artist contract administration (with OPA support).

Participate in meetings, provide implementation support as needed, promote projects within the community, participate in placemaking academy, document community engagement, artist contract administration (with OPA support).

Promote projects, develop promotional materials, ensure community engagement, document community engagement, host opening event, artist contract administration (with OPA support).