

## PORTLAND BUILDING INSTALLATION SPACE

### Request for Artist Proposals: 2016 – 2017 Season

The Regional Arts & Culture Council invites artists/teams currently living in Oregon or Washington to submit proposals for temporary installations in the lobby of the Portland Building at 1120 SW 5<sup>th</sup> Avenue in downtown Portland. Six installations, each approximately four weeks long, will be featured from May 2016 through March 2017 (see calendar below). Artists selected will receive a \$1000 honorarium. The deadline for submissions is Wednesday, November 4, 2015 before 5 pm.



Peg Butler's *Prospect & Refuge* installation from March, 2015

#### Background

More than 178 installations by regional artists have been featured in the Portland Building Installation Space since 1994.

The 15-story Portland Building, designed by noted architect, Michael Graves, is the City's chief municipal services building. With the iconic *Portlandia* sculpture poised over the main entrance on 5<sup>th</sup> Avenue, the building is also a popular destination for tourists and school groups throughout the year. The Water Bureau's Customer Service Office, the Parks Permit Office, a privately operated daycare center for building employees, and a number of small businesses are all situated on the building's main floor.

Though the Installation Space is modest in size, thousands of people of all ages and backgrounds pass by it on a daily basis, making this a prime location for artists to reach a wide audience. The building is open to the public from 8:00 a.m. to 5:00 p.m., Monday through Friday. The vast majority of visitors encounter the space incidentally—as opposed to having made a conscious decision to go to an art venue such as a gallery or a museum. In that way the site is a public forum through which the role of public art can be debated, discussed and contemplated.

#### Program Goals

- Provide the general public with an opportunity to experience challenging and diverse artwork (suitable for audiences of all ages).
- Encourage a dialogue about the role of art in public spaces.
- Provide artists with an alternative space to show installation based work.



## Site Description

The space measures 11'8"H x 13'6"W x 7'5"D with two floor-to-ceiling walls. The west (left side) wall is 7'5" long and the north wall (back wall) is 13'6" long. The east side of the space has an exposed stairwell and the front is open to the lobby. Two electrical outlets are located on the side walls. A limited number of track lights are provided and can be adjusted or removed to fit the needs of the installation. Artists are strongly advised to visit the space if possible before submitting a proposal.

For the purposes of this program, an "installation" is defined as a site-specific work that takes advantage of, or incorporates, the surrounding space, materials, physical features or building functions. The

work may do this directly or indirectly; installations do not necessarily have to tie into the building's municipal function. Proposals designed to use space to exhibit individual artworks (e.g., a collection of photographs, prints, paintings) will not be considered; proposals that have been exhibited elsewhere and adapted for this venue are typically less competitive.

### Due to the public and business nature of the building:

- Installations containing hazardous materials will not be considered.
- Any sound elements must be accessed through the use of head/earphones.
- Any additional lighting or light driven displays must not interfere with the normal use of the lobby area.
- Artwork should be suitable for audiences of all ages.

Artists are encouraged to review what has been selected in the past: proposals, statements and images of previous installations from 1994 to the present can be viewed at [www.racc.org/installationspace](http://www.racc.org/installationspace)

## Eligibility

Professional artists living in Oregon or Washington are invited to submit proposals. Artists or artist teams who have exhibited in the space prior to 2012 may resubmit. Artists are allowed to submit or participate in only one proposal per season. (Students must submit proposals via the Student Request for Proposals.)

## Selection Process and Criteria

The Installation Space Selection Panel will review proposals and select up to six artists/teams for one-month installations in 2016 and early 2017. The proposed installation can be object-based, interactive or time-based. (See Submission Guidelines below.)

### Proposals will be selected based on the following criteria:

- Strength of conceptual approach;
- Strength of the artist's/team's past work;
- Perceived ability of the artist/team to complete the installation *as proposed* in a timely and professional manner;
- Ability to address the building's sound, public safety, fire, electrical, and building code requirements.

*The selection panel is not required to commission work exclusively from submitting artists and reserves the right to select an artist/team that does not submit a proposal.*

## Artist Responsibilities

Selected artists will receive a \$1000 honorarium. Artist responsibilities include:

- Create the installation as proposed and accepted by the selection committee;
- Transportation and set-up of all materials needed for the installation. The week prior to the opening day of the exhibition is allotted for set up/installation;
- Provide all necessary tools and equipment for installation and take-down;
- Maintain all components of the installation throughout the duration of the exhibition—including responsibility for turning on and off any electrical systems other than track lights;
- Return of the site to its original condition, including repairs and repainting as necessary. The weekend after the closing day of the exhibition is allotted for take-down/clean up.

## Submission Guidelines

### Installation dates for 2016 – 2017 season:

April 25 - May 20, 2016

Nov. 14 - Dec. 9, 2016

Aug. 15 - Sept. 9, 2016

Jan. 17 - Feb. 10, 2017

Sept. 19 - Oct. 14, 2016

Feb. 21 - Mar. 17, 2017

### The application must include the following; incomplete applications will not be reviewed:

1. Contact information: include name, address, phone number and email on each page of the submission. If submitting as a team, select one member who will serve as the primary contact.
2. A one page written description of the proposed installation which includes conceptual intent, a physical description of the installation, and indicates knowledge of proposed materials and method of execution.
3. A simple sketch, drawing, diagram or digital mock-up that helps to illustrate the proposal.
4. A simple budget or list of expenses which indicates what the installation will cost to produce. Consider equipment and supply costs, expenses for transportation, technical assistance, marketing, documentation, your time, etc. Also list revenue (if any) or in-kind donations that you can firmly count on. (A sample budget form is available on-line or from project staff.)
5. Up to 6 examples of past work: All still images submitted must be in JPEG format (.jpg), and sized to 1024 pixels (14.222 inches at 72 dpi) on the longest side. Each image file should be named as follows: artist's last name, first initial, underscore, number corresponding to the number on the image list (e.g. smithp\_1.jpg).

If using a Mac, be sure to name your files with the appropriate Windows filename extension (e.g.: "smithp\_1.jpg" rather than "smithj\_1").

**For email submissions** (preferred) attach jpeg files to email, do not embed in message text.

**For in-person/regular mail submissions** save jpeg files on a CD labeled "Installation Space", and write artist's name clearly on the CD.

Two of the 6 past work samples can be video. Video documentation will be reviewed if submitted as a web link to YouTube or Vimeo—2 links max, limit video samples to 1 minute max. No personal websites will be reviewed.

6. An image list that corresponds to the jpegs or videos submitted; indicate the image number, the title of the artwork, media, dimensions, year created; add *very* brief conceptual information if necessary (this helps for video but please keep as short as possible).
7. Current résumé or artist bio; for team submissions include one résumé or bio for each person.
8. Complete the demographics questionnaire as part of your submission. Please assist RACC in its goal of cultivating diversity and equity and inclusion by creating a baseline for who we serve. This demographic information will in no way be used in the project selection process and will not be seen by the Selection Panel. An "I decline to answer" check box is offered, but submission of the form itself is required. Find the form on the Public Art Opportunities page at [www.racc.org](http://www.racc.org) or go to it directly at <https://regionalarts.wufoo.com/forms/pdxb-demographic-form/>

**If e-mailing your submission (preferred):** Attach jpegs of images to the email. Then attach description, drawing, image list and résumé as PDFs. The total size of all attachments for one email message should not exceed 10MB. If necessary, you may send multiple emails. Write "Installation Space: Artist RFP" in the subject line. (If you don't have a computer or online access contact RACC project staff for assistance.) Once your application has been received in full, you will receive a confirmation email. Send email submissions to [pdxbuilding2@racc.org](mailto:pdxbuilding2@racc.org)

**If hand delivering or sending via regular mail:** Save jpeg files to a CD as described above. Then print out and include your description, drawing, image list, budget and résumé. Send via regular mail or hand deliver submissions to the address listed below.

**Email applications to:**

[pdxbuilding2@racc.org](mailto:pdxbuilding2@racc.org)

**Hand-deliver or mail applications to:**

**Installation Space: Artist RFP  
Regional Arts & Culture Council  
411 NW Park Avenue, Suite 101  
Portland, OR 97209**

Email, regular mail, or hand-deliver your materials before **5:00 pm Wednesday, November 4, 2015.** No late materials will be reviewed. Mailed items must be physically received before the deadline, postmarks will not be checked. Get your proposal in early; do not wait until the last moment!

**Questions?**

Contact Us: Project Manager Keith Lachowicz

503.823.5404 [klachowicz@racc.org](mailto:klachowicz@racc.org)

Department Registrar Danielle Davis

503-823-5405 [ddavis@racc.org](mailto:ddavis@racc.org)

(Ask early, last minute assistance can be in short supply.)



*Alanna Rise's Lub Dub installation from July, 2015*

**Attend the Orientation Session for additional background**

**Tuesday, October 20, 2015 5:30 – 6:30 pm**

A general orientation, information and help session will be held at the RACC offices (411 NW Park Avenue, Suite 101) the evening of October 20<sup>th</sup>. You'll get a detailed overview of the submission process and hear what makes a strong proposal. (Recommended for applicants who have not applied before.) Contact Keith Lachowicz at [klachowicz@racc.org](mailto:klachowicz@racc.org) to reserve a spot.

**Notice of results**

Artists will be notified by email of the panel's final selections after December 17<sup>th</sup>, 2015

**Interpretation services available, 503-823-5071**

**Servicio de interpretación disponible**

Предоставляются услуги переводчика

Có dịch vụ thông dịch