



Regional Arts & Culture Council

GUIDELINES FOR DONATIONS OF ARTWORK City of Portland Multnomah County

Through a century of generous giving, the citizens of Portland have made their city more intimate and beautiful with works of public art. Beginning in 1888 with the Skidmore Fountain, individuals, businesses, public and private groups have supported the creation of sculptures, fountains, murals and other forms of public art. Portlanders have learned that public art. Portlanders have learned that public art contributes significantly to the image and the spirit of their city.

It is the responsibility of the Regional Arts & Culture Council (RACC), on behalf of the citizens of Portland and Multnomah County, to provide and approve all aspects related to the acceptance of public art of the highest quality that is appropriate to both location and use. Any party wishing to sponsor a gift of artwork to the City of Portland or Multnomah County should contact RACC at the earliest possible time for a consultation on the review and acceptance process for donated artworks. The Public Art Advisory Committee (PAAC) will review all equests for donations and will make a recommendation to the full RACC. If the proposed gift is to be a memorial and the site requested is in one of the Portland Parks, it must also go through the review process outlined in the Policy on Placing Memorials in Public Parks, adopted by City Council April 22, 1989.

Note: The Public Art Advisory Committee is the committee appointed by RACC to develop policies for selection, purchase, placement and maintenance of works of art acquired through the Public Art Program. They also make recommendations on the types of art appropriate to a project as well as selection committee members. This committee also does evaluation of the artwork acquired by RACC and recommendations as to the use of the Public Art Trust Fund. The committee consists of two RACC members, the RACC designee on the Design Review Commission, and three to four artists/arts professionals.

TYPES OF DONATIONS

Existing Works of Art

- Portable: Works of a scale appropriate for rotation through public spaces belonging to the City of Portland or Multnomah County. The placement of portable works may not be stipulated as a condition of the gift.
- Non-Portable: Works of a scale larger than would be appropriate for the portable collection and would require a semi-permanent site.
- Commissioned Works of Art: Works of art which are specifically commissioned gifts to the City of Portland or Multnomah County and which usually require a specific site.

REVIEW CRITERIA

Artistic Excellence. Accepted works of art shall be of exceptional quality and enduring value as judged by the Public Art Advisory Committee and RACC.

Appropriateness to Site. Relationship of the artwork to the site shall be considered in respect to the social, cultural, historical and physical context of the site, both existing and planned.

Selection Process. Sponsors of commissioned works should work with an art consultant and/or an art advisory committee in the selection of an artist(s) and artwork. The art consultant and advisory committees can give expert assistance on selection procedures, technical and budgetary concerns and on the uses, appropriateness, quality and variety of art options. (See Selection of an Artist.)

Maintenance Provisions. Maintenance concerns should be a primary consideration, with adequate provision made for the continued future maintenance. Sponsor of the project will provide RACC with detailed maintenance instructions for the work(s) of art. Provisions for the future maintenance shall be deposited into the Public Art Trust Fund.

Adherence to Existing Master Plans. All works of art should adhere to the master plans of existing jurisdictions including but not limited to RACC, Bureau of Parks and Recreation, and the Design Review Commission. RACC staff will help to advise the sponsor of existing master plans in other jurisdictions.

REVIEW PROCESS

EXISTING WORKS OF ART: PORTABLE

1. Initial Contact with the Regional Arts & Culture Council
Sponsor should send photographs of work(s) of art to RACC with written materials, including name of artist, medium, size, date of execution and estimated value of work of art as well as a biography or resume of the artist.

2. Review by Public Art Advisory Committee (PAAC)
The PAAC will review the photographs and will ask to see the actual work of art if it wishes to consider further the gift. If the PAAC recommends acceptance of the work of art, it will also make a recommendation as to the provisions for future maintenance needed for its acceptance.
 3. Installation Readiness
In order to receive final acceptance from RACC, works of art should be professionally appraised and ready for installation. This means that two-dimensional works must be archivally framed and three-dimensional works must have a pedestal or appropriate hanging apparatus.
 4. Review by Regional Arts & Culture Council (RACC)
RACC will review the recommendation of the PAAC and will vote to accept or deny the proposed donation and its maintenance provisions. RACC approval will not be final until any provisions for installation and future maintenance have been satisfied.
- Acceptance by City or County ordinance, when necessary.

EXISTING WORKS OF ART: NON-PORTABLE

1. Initial Contact with RACC.
Sponsor should send photographs of artwork(s) to RACC with written materials including name of artist, medium, size, date of execution and estimated value of work of art as well as biography or resume of the artist.
 - a. If the sponsor has identified a specific site for the placement of the work(s) that it wishes to have considered, information about the site and the work of art in relation to the site should also be included in these materials.

Note: Any site which is suggested for a Portland Park must go through the review process set forth by the Parks Planning section.

2. Review by PAAC
The PAAC will review the photographs and will ask to see the actual work of art if it wishes to further consider the gift. If the PAAC recommends acceptance of the work of art, it will also review any suggested site(s). If no site has been suggested, the PAAC will recommend a process for site selection.
3. Provisions for Installation and Future Maintenance
PAAC will recommend provisions for the cost of the installation and future maintenance needed for the acceptance of the work. The sponsor will provide RACC with detailed maintenance instructions for the work of art.

4. Review by RACC

RACC will review the recommendation of the PAAC and will vote to accept or deny the proposed donation and its maintenance provisions. RACC approval will not be final until any provisions for future maintenance have been satisfied.

- Acceptance by City or County ordinance, when necessary.

COMMISSIONED WORKS OF ART

1. Initial Contact with the Regional Arts & Culture Council

The Public Art Program staff will meet with the sponsor to advise on how to select and work with an artist and how to select an art consultant and/or an art advisory committee. The art consultant and advisory committees can provide expert assistance on selection procedures, technical and budgetary concerns and on the uses, appropriateness, quality and variety of art options. A list of working art consultants is available from RACC. It has been our experience that sponsors who come to RACC early in their process and who work with the PAAC to keep them advised of the developments have had a greater rate of acceptance than those who have not.

NOTE: It is preferable for commissioned works to go through a two-phase process: first "in concept" and, second when the design has been selected. Sponsors of gifts are encouraged not to select specific designs prior to the approval "in concept" of the proposal and the site. If the proposed site is under the jurisdiction of any other City or County bureau, such as the Bureau of Parks and Recreation, that bureau should also be contacted at this preliminary point and the project must simultaneously go through any review process set forth by that bureau

2. Review "in concept" by PAAC

Sponsor should submit a written proposal to RACC which includes such information as the process for selection of an artist(s) and of a site, medium, time frame and budget proposal, if necessary. The PAAC will subsequently make a recommendation to RACC for acceptance or denial and will begin to outline provisions for the future maintenance of the work of art.

3. Review "in concept" by RACC

RACC will review the recommendation of the PAAC and will vote to accept or deny the donation "in concept".

4. Review of Design by PAAC

When a site, an artist(s) and a specific design have been chosen, a model and/or scale representation of the design must be presented to PAAC for review. The PAAC will review the design and will make a recommendation for the approval or denial of the work of art. If PAAC recommends approval of the work of art, the final recommendation for provisions of future maintenance will be included.

5. Review of Design by RACC

RACC will review the recommendation of the PAAC and approve or deny the design of the work of art and the provisions for future maintenance.

Note: If, in the development and execution of the project, the concept or aesthetic of the work is substantially changed, the concept and design should be re-approved before the work will be considered for final acceptance.

6. Review and Final Acceptance of Completed Work of Art by the PAAC and RACC

Both the PAAC and RACC will review the completed work of art and approve or deny its acceptance by the City or the County. Final approval will not be granted prior to the receipt of any required maintenance provisions.

7. Acceptance by City or County Ordinance.

BEQUESTS FOR COMMISSIONING A WORK OF ART

Bequests for commissioning a work of art should go through the process outlined above and must include provisions for the administration of the commission as well as the future maintenance of the work of art as determined by the PAAC and RACC.

BEQUESTS TO THE PUBLIC ART TRUST FUND

Bequests to the Public Art Trust Fund can vary in scope from being general gifts of unspecified use to gifts that are of a specified scope. As an example the sponsor could stipulate that the bequest be used to purchase portable works by Native American artists, etc. Bequests to the Public Art Trust Fund are strongly encouraged and will be reviewed by PAAC and RACC on a case by case basis.

SELECTION OF ARTIST(S)

An artist is considered to be a practitioner in the visual arts, generally recognized by critics and peers as a professional of serious intent and of recognized ability who produces works of art.

Any of the following methods of selecting an artist(s) are possible, although they are not exclusive.

- Open Competition. A request for proposal is widely distributed inviting artists to submit resumes, slides and a short proposal. When the selection is narrowed to a few finalists, it is desirable to commission the artists to produce models or working drawings which specifically address suggested materials, construction of the artwork and placement at the site. A final decision is made after review of the models and drawings.
- Invitation. One or more artists are invited to submit slides and/or proposals. If finalists are chosen, it is desirable to commission them to produce models or working drawings which

specifically address suggested material, construction of the artwork and placement at the site.

- Direct Purchase. A completed work of art is selected for the site.

The sponsor should enter into a written contract with the final selected artist(s). The Regional Arts & Culture Council can provide assistance in the drafting of a contract.