

## OVERVIEW

The purpose of this document is to provide general direction in the review and placement of temporary works of art sited on public property. These are guidelines, not strict rules, and each temporary work of art will be considered on a case-by-case basis within the context of the City's Public Art Guidelines and other relevant policies.

Temporary public art adds to the range and impact of public art, providing a changing array of outdoor installations all year round. Temporary works of art can also allow for experimentation and testing of new technologies, locations and ideas.

Installations may last from two weeks to twelve months, typically remaining on view for three to six months. Exhibitions of shorter duration (two weeks or less) are classified as public events and are reviewed by the Special Event Coordinator, through the Special Event Permit process and in consultation and coordination with other affected city departments.

As with permanent public art, temporary public art may require additional permits (e.g. structural permits) and all works of art will be reviewed for safety, durability and suitability to the site.

Following the approval of a proposal, a contract agreement is issued to an artist and/or sponsoring organization. The contract should include insurance and indemnification requirements.

Temporary public art is not formally accessioned into the City's public art collection, but as a best practice, should be documented for cultural and historical purposes.

These guidelines exclude:

- Exhibitions of two weeks or less: Exhibitions of less than two weeks are classified as public events and are reviewed by the Special Event Coordinator through the Special Event Permit process and in consultation and coordination with other affected city departments.
- Ongoing Santa Cruz City Arts programs for the display of temporary and/or rotating works of art. Ongoing programs, such as sculpTOUR, are intended to provide the ongoing and regular display of temporary works of art and are subject to separate policies and procedures.

## REVIEW AND COMMISSIONING PROCESS

An ad hoc Internal Advisory Panel composed of City staff will be established to oversee the process— assembled and coordinated by the Arts Program Manager. The Internal Advisory Panel will be entrusted with responsibilities regarding technical decisions related to commissioning and siting. Typically the panel will include the City department responsible the property at which the temporary art will be sited along with those that may have other technical expertise, historical

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knowledge, and/or relevant information related to the site and/or proposal. The ad hoc Internal Advisory Panel may also seek additional support and advice from the other specialist City staff and/or the City's Arts Commission.

The Internal Advisory Panel will oversee the commissioning or works of art and this process may vary based on the objectives of the particular project. Generally, a site specific brief will be developed, with commissioning typically involving one of four options:

- 1) Direct commissioning;
- 2) Selected invitation;
- 3) Advertisements seeking expressions of interest, and/or
- 4) Proposal submitted by the Arts Commission, an artist or other organization

Member(s) of the Santa Cruz Arts Commission may propose temporary art installations, as long as such a proposal does not create a conflict of interest for the proposer or violate any City, State or Federal laws. Temporary works of art proposed by Arts Commission member(s) must be approved by both the full Arts Commission and the Internal Advisory Panel.

Artists may be asked to prepare detailed information (drawings, maquettes, samples and budgets) prior to a selection being made. Depending on the project, a fee may be paid to the artist throughout this process.

#### SITING

While emphasis should be given to all major civic spaces across the City of Santa Cruz, consideration should also be given to spaces that are deemed appropriate and align with relevant policy documents or strategies.

#### INSTALLATION

If commissioned by the City of Santa Cruz, the City will generally fund installation costs. Installation will be undertaken by the City of Santa Cruz in consultation with the commissioned artist. If the temporary art is unsolicited or a gift, the City may require that the artist or proposing organization provide funds to offset the costs of installation.

#### SELECTION CRITERIA

Selection criteria will be refined by the Internal Advisory Panel, but will generally comply with the following:

- Supports the Vision, Mission and Values of the Arts Commission

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- Complies with existing planning, environmental management and heritage policies;
- Be guided by existing master plan(s) or strategies (e.g. Santa Cruz Arts Master Plan, General Plan etc.) or through consultation with the appropriate City of Santa Cruz departments;
- Meet engineering, safety, traffic or other technical specifications determined by the City of Santa Cruz or other appropriate authorities, and
- Meet the site specific requirements outlined in any brief prepared for the project.

### COMMUNITY CONSULTATION

The Internal Advisory Panel will make a recommendation to the full Arts Commission regarding whether community consultation is necessary on a project-by-project basis. Community consultation will generally be undertaken through the Arts Commission. CONTRACTS

City of Santa Cruz will enter into a contract with the artist/s or sponsor organization. This contract will include but not be limited to:

- Commissioning process
- Ownership
- Relocation and removal process
- Timelines
- Consultation
- Project deliverables including a maintenance plan for the artwork
- Physical aspects of the project
- Insurance and indemnification
- Copyright considerations

Generally, the City reserves the right to use images/photos/footage of the temporary art works for non-commercial purposes.

Insurance for public art work on loan to the City of Santa Cruz, including insurance of the art work and the associated public liability insurance, will be negotiated with the artist/owner. The City of Santa Cruz's Risk Manager will provide advice on these matters.

### OWNERSHIP, MAINTENANCE AND REMOVAL

Temporary public art work installed through the process outlined in these guidelines will remain the property of the artist and the artist is responsible to maintain the work of art during the display period, unless a contract has been negotiated otherwise.

City of Santa Cruz, at times, may need to remove or relocate temporary public works of art.

Decisions for removal will be undertaken by the Internal Advisory Panel and will be based on:

- Condition of art work and/or the cost of maintenance;
- Current location of art work is no longer suitable or available and another appropriate site is unavailable;
- Terms of contract no longer able to be met, and
- Outcomes of community consultation, where applicable.

In this instance, the art work will be disposed of with reasonable notification to the artist or sponsoring organization and/or in compliance with the contract agreement signed by the artist or sponsoring organization.

#### DOCUMENTATION

While temporary works of art are not accessioned into the Public Art Collection, it is important to document the works of art for historical reasons.

The information will be prepared by the artist and/or sponsoring organization and will include:

- Artists name, curriculum vitae, artistic statement
- Name and date of the work
- Date of commission, completion and installation
- Any warranties, maintenance details including name of agent and manufacturer (if applicable)
- Construction/maintenance details
- Relevant dates
- Site/display information
- A photo or video record
- Documentation made during and after completion
- Approximate lifespan of the work
- Type of maintenance required for the duration of the contract and who is responsible
- What conservation is required duration of the contract and who is responsible
- Removal dates and requirements, and
- Any other relevant details.