



CITY OF SALEM, MA CRITERIA FOR SUBMITTING PUBLIC ART PROPOSALS



Vision for Public Art in Salem:

Public Art in Salem should contribute to the community's identity as the cultural hub of the North Shore and a center for creativity; foster community pride, ownership and a sense of belonging; and enhance the quality of Salem's built environment.

Proposal Requirements:

Individuals and/or Organizations looking to install works of art in public spaces or as part of a larger construction project on private property must submit a proposal for review and consideration to the Salem Public Art Commission (PAC). All proposals must contain the following information:

1. Resume/CV and Bio for all artists on the project
2. Concept of/vision for the project and its value to Salem, what is its purpose and intent
3. Details on intended audience and any interactive component, educational or commercial opportunities
4. Name the desired location(s) and letter of approval for installation from Property Owner
5. Physical description of project, i.e. what will it look like, what size and shape will it be etc.
6. List materials and fabrication methods
7. Outline of a basic schedule from final design to fabrication to installation
8. Overview of installation method and any infrastructure requirements the work might have
9. Overview of funding sources, i.e. how will the project be funded
10. Estimated expected life span of project
11. Detailed maintenance requirements and plan that indicates who is responsible for maintenance
12. Work Samples - Work samples should include as many of the following elements as possible:
 - Five-Ten (5-10) Examples of artists' past works
 - Maquette/rendering of a three-dimensional work
 - Drawing of a two-dimensional work
 - Drawings or photographs that demonstrate the relationship of the artwork to the site
 - Material samples for the artwork and any relevant construction materials

Submission Details:

- Compile all above information in one single document, PDF or PowerPoint format preferred. Be as clear and concise as possible. Document should not exceed 10 pages including work samples.
- Submit materials to Julie Barry, Senior Planner for Arts & Culture by emailing documents to jbarry@salem.org or deliver to Department of Planning & Community Development, 98 Washington St, Salem MA 01970.
- Materials must be submitted a minimum of two weeks prior to the regularly scheduled monthly meeting of the Public Art Commission. The PAC meets on the 3rd Tuesday of each month.

Review/Approval Process Details:

- Important: A two to three (2-3) month lead time prior to project implementation is strongly recommended, please plan your project and proposal timeline accordingly.
- All proposal for public art must be reviewed and approved by the Salem Public Art Commission (PAC).
- Once your proposal is received, you will be invited to present your work to the PAC. The PAC meets once a month on the 3rd Tuesday of the month.
- All proposals must be received a minimum of two weeks prior to the upcoming meeting to be included on the agenda.
- Applicants might not be approved in just one meeting and may be required to come back to the PAC to present a second or even third time depending on any feedback or questions they might have.
- Proposals may also need to be presented before other boards or commissions of Salem depending on form and location.
- Projects may **not** begin until full formal approval from all relevant boards is secured