PORTLAND BUILDING INSTALLATION SPACE

Request for Student Proposals: 2015 Season

The Regional Arts & Culture Council invites students, or student teams, currently enrolled in an Oregon college/university program, to submit proposals for temporary installations in the lobby of the Portland Building at 1120 SW 5th Avenue in downtown Portland. Three installations, each approximately four weeks long, will be featured from March 2015 through August 2015 (see calendar of installation dates below). Students selected will receive a $500 honorarium. The deadline for submissions is Wednesday, November 5, 2014 before 5 pm.

Background

More than 164 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 5th 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.

Ariana Jacob’s installation from October, 2013

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, and is staffed by security during operating hours. 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 students with an introduction to public art and 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 of the space 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. Students 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.

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

Students 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.

Eligibility

Students in creative programs of study at the college/university level who are enrolled for the 2014/2015 school year in Oregon are invited to apply. Students or student teams previously featured in the series are not eligible if still in school. Students are allowed to submit or participate in only one proposal per season.

Selection Process and Criteria

The Installation Space Selection Panel will review proposals and select up to three students/student teams for one-month installations in 2015. The proposed installation can be time sensitive, interactive or object-based. (See Submission Guidelines below.)

Proposals will be selected based on the following criteria:
- Strength of conceptual approach;
- Strength of the student’s/team’s past work;
- Perceived ability of the student/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 students and reserves the right to select a student/team that does not submit a proposal.
**Student Responsibilities**

Selected students/teams will receive a $500 honorarium. Student 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. (paint, painting supplies and a ladder for site clean-up will be provided).

**Submission Guidelines**

**Installation dates for 2015 – 2016 season:**

- March 30 – April 24, 2015
- June 8 – July 10, 2015
- July 20 – August 14, 2015

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 student 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. (Please also state clearly that you are submitting in the “student” category and identify where you are enrolled.)

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 formatted on a DVD as a Windows Media Player or QuickTime file without an auto start menu. Limit video samples to 1 minute max. Video documentation may also be submitted as a website link to YouTube or Vimeo—2 links max, provide number, title, year completed, brief conceptual info on the image list (see # 6 below.) **No personal websites will be reviewed**.

6. **An image list** that corresponds to the jpegs (or video website address) submitted; indicate the image number, the title of the artwork, media, dimensions, year created; add very brief conceptual information if absolutely necessary.

7. **Current résumé or artist bio;** for team submissions include one résumé or bio for each person.
If e-mailing your submission (preferred): Attach jpeggs 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: Student 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 pdxbuilding@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:  

pdxbuilding@racc.org

Hand-deliver or mail applications to:

Installation Space: Student 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 5, 2014**. 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
Department Registrar Danielle Davis
503-823-5405 davis@racc.org

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

**Attend the Orientation Session for additional background**

**Wednesday, October 15, 2014  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 15th. You’ll get a detailed overview of the submission process and hear what makes a strong proposal. (Recommended for students who have not applied before.) Contact Keith Lachowicz at klachowicz@racc.org to reserve a spot.

**Notice of results**
Students will be notified by email of the panel's final selections after December 18th, 2014

**Interpretation services available, 503-823-5071**
**Servicio de interpretación disponible**
Предоставляются услуги переводчика
Có dịch vụ thông dịch