

**PORT OF SEATTLE
ART PROGRAM GUIDELINES
Final Version, Approved October, 2000**

INTRODUCTION

The Port of Seattle has an extensive art collection located at Pier 69, Pier 66 and the Seattle Tacoma International Airport. In addition to the existing art collection, new art is often integrated into new and renovated Port facilities through capital improvement projects. The following guidelines provide a framework for managing this important resource.

ORGANIZATIONAL STRUCTURE:

PORT OF SEATTLE COMMISSION:

The five-member Port of Seattle Commission will approve all art recommendations made by the Art Oversight Committee (AOC). The Commission, at its discretion, may attend design review meetings and provide input into the design of artworks in progress.

ART OVERSIGHT COMMITTEE (AOC):

The Art Oversight Committee will provide consistent oversight and policy guidance while individual, project specific Art Panels will make recommendations for selecting artists and/or purchasing art.

A group comprised of the Port Commission President (or a Commissioner appointed by the Commission President), a representative appointed by the Port Commission, a visual art curator, an architect familiar with the Port's design standards, a visual artist, and two Port staff members (airport and port-wide) appointed by the Executive Director. AOC members will serve a 2-year term. Members are eligible for re-appointment when continuity of membership is important.

PURPOSE: The purpose of the AOC is to provide consistent oversight and policy guidance for the art program management at all Port owned facilities.

MISSION: The purpose of the AOC committee is to provide guidance, leadership, and support to the Port of Seattle in its mission to obtain high quality contemporary art that engages and reflects the Northwest culture and environment as experienced by diverse cultures.

RESPONSIBILITIES: The Art Oversight Committee shall:

- Review and approve policies and procedures related to the Port's art program and art collection, including re-siting, accessioning, and de-accessioning.
- Review and approve all on going art projects, approve selection panelists and resolve aesthetic disputes involving project artists and consultants.
- Review and approve the method for hiring artists for Port art projects that may include open competitions, limited competitions, direct selection, pre-approved rosters, or design team artists.
- Review the recommendations of various project-specific art panels that have been appointed to select artists and make recommendations to the Port of Seattle Commission.

MEETINGS: AOC members will meet quarterly. The Art Program Manager shall chair the AOC and provide staffing for its work.

COMPENSATION: AOC members shall be paid an honorarium for their services and travel expenses. Compensation shall be \$150.00 per meeting, plus reasonable food, travel and lodging expenses. Port

employees, commissioners and paid consultants/project personnel who serve as AOC members shall not be paid an honorarium.

ART SELECTION PANELS

Art Selection Panels are a group of individuals, including artists, art and design professionals and non-artist citizen representatives established by the Port of Seattle.

PURPOSE: To select artists to provide works or services to the art program in accordance with the Port's mission to obtain high quality contemporary art that engages and reflects the Northwest culture and environment as experienced by diverse cultures.

RESPONSIBILITIES: The art selection panel shall:

- Review and examine applications, portfolios and/or proposals submitted by artist applicants.
- Recommend artists to be commissioned to create artwork or select an existing work to be purchased, based on the established criteria, subject to confirmation by the AOC.
- Provide a report to the AOC documenting the reasons for its selections.

COMPOSITION: The art selection panel shall be composed of five voting members. Three of the panelists shall be art and/or design professionals. Two of the panelists shall be Port representatives or members of the community neighboring the capital project. Port representatives may include representatives from the various Lines of Business, staff or personnel. Due to the potential for a conflict of interest, commercial gallery owners and employees, art consultants and artists' agents may not serve as panelists.

VOTING: Each voting panelist shall have one vote. Advisors to the panel may participate freely in the discussion and debate, but shall not vote. Observers shall not vote or participate in the deliberations or discussion.

ADVISORS TO THE PANEL: The panel will be assisted by the Project Team who serve as non-voting advisors. Project Team members include the project architect, the project manager, the Art Program Manager and other representatives from the AOC.

MEETINGS: During the evaluation of application materials, the art selection panel shall meet as often as necessary. The art selection panel meetings will be chaired by the Public Art Consultant(s) or the Art Program Manager.

COMPENSATION: Voting panelists shall be paid an honorarium for their services and travel expenses. Compensation shall be \$150.00 per meeting, plus reasonable food, travel and lodging expenses. Port employees, commissioners and paid consultants/project personnel who serve as AOC members shall not be paid an honorarium.

PANEL RECOMMENDATIONS: The recommendation of the art selection panel will be presented to the Art Oversight Committee for final approval. A report, documenting the selection panel deliberations will accompany the recommendation.

PROJECT TEAM

When an art project is identified, the Project Manager and the Art Program Manager will meet to discuss the art opportunity. The Project Manager may choose to hire an external Art Consultant or utilize the in-house services of the Art Program staff. In either case, a Project Team comprised of the Project Manager, Project Architect, Art Program Manager and Art Consultant (if any) shall be formed

to serve as “Advisors” to the Art Selection Panels, and to develop the preliminary art plan which will include the Art Selection Panelist recommendation and the proposed artist selection methodology.

ART FUNDING

1% of the construction cost of publicly accessible capital projects will be allocated for art.

ARTIST AND ARTWORK SELECTION

Artists shall be selected to participate in the Port of Seattle art program through one of the following ways:

OPEN COMPETITION: The art selection panel may solicit through public advertisement requests for artists’ slides, resume, and letters of interest. The panel will review submittals and recommend an artist that meets the commission’s requirements.

INVITATIONAL OR LIMITED COMPETITION: The art selection panel may invite a limited number of artists to submit applications or prepare proposals. From this limited pool, the art selection panel may recommend an artist based upon established criteria that is relevant and unique to each project.

DIRECT SELECTION: The Art Oversight Committee may recommend a specific artist who will be invited to submit a proposal for a specific site for their review. Upon acceptance of the proposal the artist is commissioned for the project.

It must be emphasized that this process is to be employed rarely and with caution, when time is of the essence, and when the only way to secure an art project for a specific site or projects is by way of this expedited process.

ARTIST ROSTERS: Because some projects require specialized skills, experience or technical abilities, the AOC may recommend that an artist(s) be chosen from established, juried rosters maintained by the King County Public Art Program or the Seattle Arts Commission or from a roster developed by the Port of Seattle.

ARTISTS ON DESIGN TEAMS: The AOC may recommend that an artist be selected as a consultant on construction or project work in which the creation, documentation, and construction of the project is collaboratively developed with the Port’s project managers and staff, design team, and the community with the goal of improving the aesthetics of the entire project.

ARTIST ON PLANNING TEAMS: The AOC may recommend that artists be selected to assist in the evaluation of options, strategies, limitations and opportunities for art and aesthetic design in capital projects before the scope, quality, schedule and budget are fixed.

ARTISTS IN RESIDENCY: Criteria/language to be discussed and decided by Art Oversight Committee.

CONFLICT OF INTEREST: The following individual may not apply for artwork commissions: employees of the Port of Seattle, the project architect and/or other project personnel, Port of Seattle Commissioners, members of the art selection panel, members of the Art Oversight Committee and the immediate family members and business partners of all of the above.

ACCEPTANCE OF ARTWORK INTO THE COLLECTION

ACQUISITIONS: Artwork commissioned or purchased for inclusion in the Port’s Art Collection shall be made formally through an established review procedure overseen by the Art Oversight Committee.

Artwork selected shall be reflective of the high standards and artistic excellence of the existing collection. Artwork commissioned or purchased through other means may not be included in the collection.

ACCESSIONING ARTWORK: Accessioning is a formal process whereby artwork is accepted by the Port and a permanent archival file and database record is created to document the artwork disposition, terms of its creation, and artist's statement and intent. Accessioning artwork into the Port's art collection implies the application of professional standards of care, display and maintenance of the artwork.

- Artworks will be accessioned into the Port of Seattle art collection only upon completion of all facets of the commissioning or purchasing contract
- The Artist's signed contract transferring title for the artwork and clearly defining the rights and responsibilities of all parties will accompany every acquisition.
- Acquisitions result from the projects of the Port's art program, except in the case of gifts, which will be reviewed and accessioned in accordance with the policy on gifts.

REMOVAL OF ARTWORK FROM THE COLLECTION

Deaccessioning is the process for withdrawal of an artwork from public exhibition through storage, loan or disposal. Deaccessioning standards shall be such that they are applied after careful evaluation, and not because of changes in fashion and taste. Deaccession of an artwork should only be considered after 10 years have elapsed from the date of installation.

CRITERIA FOR DEACCESSIONING: An artwork may be considered for deaccession under the following conditions:

1. The artwork has been damaged to the extent that repair is impractical or unfeasible, or the cost of repair or renovation is excessive in relation to the original cost of the work.
2. The artwork is no longer appropriate for the site because of changes in the use, character or design of the site.
3. The artwork endangers public safety.
4. The artwork requires excessive maintenance or has faults of design or workmanship.
5. The artwork is of inferior quality relative to the quality of other works in the collections, or is incompatible with the rest of the collection.
6. The security and condition of the artwork cannot be reasonably guaranteed in the present site.
7. There is not a suitable site for the artwork.
8. The artwork has been stolen
9. The Port wishes to replace the artwork with a work of more significance or appropriateness by the same artist.
10. The artwork was purchased as a semi-permanent acquisition and the Port's predetermined period of obligation is terminated.

PROCEDURE FOR DEACCESSIONING ARTWORK: The Art Oversight Committee shall review the recommendations for deaccessioning artwork and determine the action taken. The process shall be conducted in the following manner:

Artists whose work is being considered for deaccession shall be notified using the current address provided by the artist. The artist may attend the AOC meeting(s) where the deaccessioning and/or disposition recommendations will be considered and acted upon.

All artworks under consideration for deaccession will be accompanied by a report prepared by the Art Program Manager that includes:

- Reasons for the suggested deaccession
- Acquisition method, cost and current market value
- Documentation of correspondence or negotiation with the artist
- Photo documentation of the artwork or site conditions (if applicable)
- Contract restrictions if any
- Options for storage or disposition of the work
- Recommended action

The AOC may also request additional information from art conservators, curators, or other arts professional or include these professionals in its deliberations and consideration of a deaccession recommendation.

RESITING ARTWORKS

The Port reserves the right to relocate works of art which are not created for a specific site, integral to the design or construction of a building or are included in the Portable Works Collection without the written permission of the artist. The Port reserves the right to deaccession any works of art in accordance with the procedures for deaccessioning works of art established by the Port of Seattle's Art Oversight Committee.

In the case of artworks which are specifically created for a site or which are integral to the design or construction of a building, the Port will not alter, modify, or change the artwork without reaching agreement with the Artist regarding the proposed change, alteration, or modification. In the event that the Artist and the Port are unable to reach agreement regarding relocation, alteration, or modification of the artwork, the following terms and conditions shall apply:

1. The request for removal or alteration shall first be submitted to and considered by the Port of Seattle Art Oversight Committee for a written opinion regarding the proposal.
2. In the event the Artist or the Port disagrees with the decision of the Art Oversight Committee, they may appeal it to the Port Commission in writing.
3. The Port of Seattle Commission shall have the non-delegable duty to review and affirm or reverse the decision made by the Art Oversight Committee. The Port of Seattle Commission may determine that no review is necessary. The decision of the Port of Seattle Commission shall be final.
4. In the event the Port of Seattle Commission decides to remove a work of art, the Artist shall have the first right of refusal to purchase his/her artwork (at current market value), providing it stands alone and is not integrated into a larger piece.

5. If an alteration, modification or relocation should occur without the Artist's written permission, the work will no longer be represented as the work of the Artist, if the artist should make such a request in writing.

TEMPORARY EXHIBIT PROGRAM

Utilizing the existing guidelines for temporary exhibits, the Port intends to provide locations at the Airport for the exhibit of artwork and artifacts for the public in public places. The exhibits shall promote art, other cultural appreciation or local tourism and trade. In general the exhibits will be curated by a gallery, museum, or by a group of several artists or collectors. All exhibit proposals shall be submitted to the Art Program Manager for approval and coordination.

Criteria for temporary exhibits

- The exhibit must be suitable for viewing in a public space.
- The exhibit should be reflective of the Northwest, or relate to the theme of the Airport being an international or domestic gateway to travel and tourism.
- Local exhibitors must be willing to curate and install the exhibit.
- Exhibitor must be willing to sign the exhibitor's agreement and provide insurance as required.

In general, no commercial activity will be associated with the exhibit.