

WHITTIER CITY HALL & PARNELL PARK LOBBY EXHIBIT GUIDELINES

PROGRAM PURPOSE

The City of Whittier believes that it is important to have public art that is exceptional and that enhances and elevates the beauty of the community. The arts can increase understanding and appreciation in the community from its residents.

In 1989, the City of Whittier and the Cultural Arts Commission began the City Hall Lobby Visual Arts Exhibit Program. Demonstrating the City's commitment to creating a culturally healthy community, the program has brought art and artists to the public at City Hall for employees, visitors and residents alike to view and appreciate. Since that time, the lobby has exhibited a diverse collection of art including paintings, sculptures, textiles and photographs.

The use of the lobby to display artwork has three objectives:

- To bring fine pieces of art into public display
- To recognize the achievements of local artists whose works are displayed
- To increase public awareness of aesthetic endeavors

With the opening of Parnell Park on March 2006, the exhibit program now includes the lobby in that building as well.

PROGRAM COMPONENTS

Selection Process

In an effort to efficiently promote and organize the exhibits, artists are invited to submit portfolios for consideration to display on a yearly basis. A call to artists will be advertised through the local newspaper, the cable message board, mailing lists and any other appropriate avenues.

Submissions are to include a portfolio of 5-7 photographs of artwork intended for display, a brief biography that includes past exhibits and any educational and personal information that artists may want to include. Original artwork may not be submitted in portfolios for consideration.

All submissions will be reviewed by City staff and the Visual Arts Committee, a subcommittee of the Cultural Arts Commission. The Visual Arts Committee will review submissions, and then recommend artists and exhibit dates to the Cultural Arts Commission for their approval. Exhibits normally run six weeks with one week in between for installation of the display, though length may change as needed.

The Visual Arts Committee or its designee will have final approval of artwork selected to hang in the lobby.

Notification and Arrangements

After Commission approval, City staff will notify the artist either by phone or mail/email of their selection and the dates of their exhibit. At this time dates for the transportation of the artwork to and from City Hall or Parnell will be scheduled as well as a date for a reception.

The artist will be instructed to bring a selection of his/her artwork and works will be chosen for display from that selection. All artwork submitted to the City may not be selected for display. Artist will be notified about artwork that is not chosen for display and is responsible to pick the piece(s) up within a week. Selected artwork will be transported to and from City Hall or Parnell by the owners.

The selected artwork is hung by City staff and the artist does not need to be present.

Hanging Requirements and Display Area

City Hall – The display area is inside City Hall, is supervised by a desk guard or receptionist at all times, and is visible to all visitors to and employees of City Hall. The display wall is approximately 17 feet across and 10 feet tall.

Parnell Park – The display area is inside Parnell Park, is supervised by a desk guard or receptionist at all times, and is visible to all visitors to and employees at the Center. The display wall is approximately 25 feet across and 10 feet tall.

Artists will be required to sign a contract and provide an inventory sheet prior to display of their work. Two signed original copies of the contract are to be returned to the Parks, Recreation and Community Services Department five days before the artwork is hung. The exhibitor and the City will both retain original copies. All exhibitors shall agree that the City is not responsible and assumes no liability for loss or damage to any and all works of art displayed, except for loss or damage caused by City's sole negligence. The City will provide normal security but cannot provide insurance coverage.

Artwork to be hung is preferred to be framed, but could be stretched canvas and it MUST have a wire crossing the back allowing the piece to be hung onto the hooks of the City's display device. Pieces without a proper hanging wire will be returned to the artist and he/she will be responsible for providing another piece with proper hanging hardware.

Publicity

Publicity for the chosen artists and works will be arranged by City staff and will highlight the artists and their work.

The Commission and the City offer to host a reception for the exhibit. The reception will be publicized in the Cultural Arts Calendar insert of the Community Services quarterly brochure, the cable message board and any other appropriate avenue that time permits. Invitations will be sent to City Council, Commissioners, Art in Public Places Committee members, City Administrative staff, as well as any mailing lists provided by the artist. Receptions at City Hall will be held on Tuesdays from 5:30 p.m. to 6:30 p.m. and may be coordinated with City Council meetings, which normally occur on the second and fourth Tuesdays of the month. Receptions at Parnell Park may be held on Tuesdays, Wednesdays or Thursdays from 5:30 p.m. to 6:30 p.m.