

- JAN - Invite Madison Public Library Bubbler Staff to a meeting to discuss next year's goal.
- FEB/MARCH - Post Call for artists
- APRIL - 1<sup>st</sup> MAC MTG
- MAY - 2<sup>nd</sup> MAC MTG
- JUNE - Intro artist selection to CC
- JUNE - MAC MTG and other committee approvals
- JULY - CC votes (CC only meets once in August) – no AUG MAC meeting
- SEPT - Promotion and move in
- OCT - Gallery Night Open House

## Madison Arts Commission Selection Panel Process Thurber Park Artist-In-Residence

### 1. Timeline

Applications shall be posted to the website and media release in February or March, approximately 7 months prior to the date of occupancy.

The application period will be at least 4 weeks in duration. Selection will take place over two MAC meetings. Final decisions need to go to Council for final approval (allow 45 days)

### 2. April Initial Meeting - sorting and 1<sup>st</sup> round artist determination

- a. Staff will send a link to all applications at least 1 week prior to MAC meeting
- b. MAC will review artist submission and assess the submissions against the established evaluation criteria (using the guidelines to create criteria) – MAC members will submit scores of 1 point (lowest) to 5 points (highest) to City staff at least 24 hours prior to the posted meeting where submissions will be discussed and reviewed
- c. MAC staff will compile MAC's scores and present those unattributed scores to MAC members at their selection meeting
- d. The Chair of the Public Art Committee of MAC will run the process.
- e. In the event of a tie in scoring, there will be a rescore to further refine the top 3 to 5 finalists.
- f. The Chair of the Public Art Committee of MAC will collect scores and announce who the top five candidates are. MAC members will decide how many candidates to advance to the next round.
- g. MAC staff will check references on the selected candidates prior to the next meeting and compile comments for MAC

### 3. May Second Meeting – final round artist determination

- a. MPL staff will review the 3 to 5 finalist artist submissions and assess the submissions against the established evaluation criteria using the guidelines and submit a staff recommendation of their top three selections and a rationale for each.
- b. Staff will present compiled notes from reference checks

- c. Finalist candidates will present artist talks for 10 minutes each with 10 minutes of questions (schedule in 30-minute intervals to allow for transitions). Invite candidates to present a brief artist talk that offers the community a taste of their philosophy and approach to public art making art and public art. Though the presentations are open to the public, some artists feel uncomfortable presenting in front of artists who are competing for the same project. As a courtesy to their fellow artists, candidates should consider leaving the room during other artist talks.
- d. MAC will select a finalist and a 1<sup>st</sup> and 2<sup>nd</sup> alternate