

RESOLUTION 13-18

A RESOLUTION CONFIRMING CARRIE GERACI AS PUBLIC ART COORDINATOR

WHEREAS, the Town of Jackson Mayor and Town Council adopted the Public Art Guidelines on the 19th of November 2012; and

WHEREAS, the Public Art Guidelines state, "The Public Art Coordinator will operate under contract with the Town of Jackson under the powers and duties provided in this chapter, and/or in such contract."; and

WHEREAS, the Public Art coordinator is responsible for executing the duties defined in the Public Art Guidelines for the Town of Jackson; and

WHEREAS, the Public Art Guidelines set forth the procedures for creating an annual public art plan to be approved in a public hearing by the Mayor and Town Council; and

WHEREAS, Jackson Hole Public Art's director, Carrie Geraci, is acting as an independent contractor to manage public art administration in the Town of Jackson; and

WHEREAS, there is a demand for public art administration services from the Town of Jackson; and

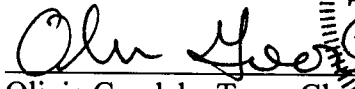
NOW, THEREFORE, BE IT RESOLVED by the Town of Jackson Mayor and Town Council that Carrie Geraci will be responsible for the duties of the Public Art coordinator set forth in Attachment 1 to this Resolution is approved and adopted.


PRESENTED, READ, AND ADOPTED ON THIS 19th DAY OF AUGUST 2013.

TOWN OF JACKSON

By: 
Mark Barron, Mayor

ATTEST:


Olivia Goodale, Town Clerk



Attachment 1

Duties of the Town of Jackson Public Art Coordinator

It is anticipated that the duties of the Public Art Coordinator (the Coordinator) will be undertaken by the Director of Jackson Hole Public Art, who will operate under contract with the Town of Jackson and have the powers and duties provided in this chapter, and/or in such contract.

- Review and approve the Public Art Coordinator contract with Town of Jackson.
- Organize and chair all Public Art Task Force meetings.
- Review all municipal government projects under consideration by the Town of Jackson and Teton County with the Public Art Task Force (PAT).
- On behalf of the PAT, the Public Art Coordinator submits recommendations for projects to include in the Annual Public Art Plan to the elected officials for review/approval.
- Work with the Client Agency and the PAT to develop project guidelines, criteria and budget for each project, and facilitate inter-agency communication and interaction throughout the life of the project.
- Identify and secure possible funding partners where appropriate.
- Draft Calls for Artists for projects, to be revised and approved by a selection panel, Client Agency, and PAT.
- Disseminate the Call for Artists through media outlets, to local galleries, online public opportunity lists and various social media sites and outlets.
- Respond to questions and inquiries from artists as they pertain to the Call for Artists.
- Review and order applicant materials for projects and prepare materials for selection panel presentation.
- Schedule Panel meeting dates.
- Chair Selection Panel meetings; record Panel votes and Panelist comments and maintain Panel score sheets.
- Assist Client Agency (staff) in preparation of staff reports for public meetings.
- Solicit reviews, comments and/or approvals for proposed works of art from the Client Agency, Town departments and the PAT as necessary regarding safety, feasibility and maintenance issues.
- Review and act on Selection Panel recommendations and submit the decision to the Public Art Task Force and then Mayor and Town Council or County Commissioners for resolution.
- Work with the Client Agency and project team to coordinate the roles and responsibilities of design professionals, artist, and general contractor relative to the public art project prior to contracting.
- Negotiate and administer contracts for artists upon review and approval by Town and County legal counsel.
- Provide project management services as necessary throughout all phases of the project and provide periodic reports to the Public Art Task Force.
- Encourage community involvement by convening and facilitating public meetings relative to the project.
- Conduct strategic planning for public art projects, locations, and act as the liaison between the PUBLIC ART PROGRAM Board, PAT and local government departments.
- Maintain the collection in collaboration with appropriate Town and County departments. Identify annual maintenance schedule and funding sources for maintenance as part of annual Public Art Plan.
- Develop public education of the collection.
- Prepare annual report of projects completed under the previous calendar year.