

WASHINGTON STATE ARTS COMMISSION

**PUBLIC ARTIS ROSTER
CALL FOR APPLICATIONS**

DEADLINE: June 26, 2018



Pre-Application Check List

1. Read the **guidelines**.
2. Make sure you are **eligible**.
3. Choose **eight digital images** of your artwork.
4. **Format and resize** images.
5. Gather **artwork info**: titles, dates, dimensions, budgets, commissioning agencies, and locations.
6. Write **short descriptions** for each image.
7. Write an **artist statement**.
8. Create a **resume**
9. Apply online at arts.wa.gov before **June 26, 2018**

If you have more questions, visit arts.wa.gov to read the [FAQ](#)

Contact: Deane Shellman, deane.shellman@arts.wa.gov, 360-753-5894

Quick Reference Tip Sheet

Eligibility

You're eligible if:

- You are a **professional visual artist** or an **artist team**.
- You live in the **United States** or **British Columbia**.
- You are able to create public art or artwork that is well suited for public spaces.
- As of June 26, 2018 you will not be enrolled in an undergraduate or graduate course of study in the visual arts.

Tips for choosing images

- Images should best represent your most current work.
- Images should show the spectrum of variety in your work (media, budgets, sites, concepts).
- If you have fewer than eight representative artworks to highlight, consider choosing more than one image of a single artwork (details, different perspectives, or night/day views).
- If you have too many images, choose what best demonstrates your strengths for the types of projects you would like to create for the State of Washington. We commission permanent artworks for public K-12 schools, colleges, universities, and state agencies.
- Please do not submit composite or montage images. They display poorly when projected.
- When possible, include images that show the work where it's installed (e.g. a painting installed in a building vs. a closely cropped image of a painting).
- You can include concept renderings for unrealized artwork.
- Please see [Image Formatting and Size Requirements](#) below for technical requirements.

Image Formatting and Size Requirements

- **JPG or PNG only.**
- **1200 pixels on longest side, 72 dpi minimum.** You will need to resize your images accordingly. To maximize the quality of your submission, it's best to start with an original, uncompressed image that is no less than 1,200 pixels on its longest side.
- **Under 1.5 MB file size.**

Label each uniquely, no special characters (e.g. ' , #, é, etc.).jpg or .png.

Images files must each have a unique name - our system does not recognize upper-case and lower-case letters as unique, so two images named janedoe_01 and JaneDoe_01 will be read by our system as having the same name and will not be accepted. **DO:** janedoe_01.jpg; jane_doe02.jpg; etc.

DON'T: Janedoe01.jpg; JaneDoe01.jpg; JaneDoe#2.jpg

Tips for listing artwork info

We'll ask you to include:

- **Title** of each artwork
- **Date** you made or installed each,
- **Dimensions**,
- **Total Artwork Cost:** If the artwork is a permanent commission, include all associated costs from proposal/design through to fabrication and installation. If there were in-kind contributions (such as you donated a portion of your labor, time, or materials, or if the construction team contributed site work or installation support) please mention this. If the artwork was not commissioned, please indicate “retail price” or “estimated commission cost” along with the dollar amount.
- **Who commissioned it**, if applicable, if not, write “studio work” or “private commission”.
- **Locations** where the artworks were installed (if applicable). Please include the city.

Tips for writing image descriptions (250-character limit)

We read descriptions aloud along with each image to selection panels. Good descriptions give added information about the artwork such as concepts, symbolism, ideas, context, situation etc.

- Avoid repeating information provided elsewhere (title, size, media, date, site, size).
- Don't copy and paste one artwork description for multiple images. If including more than one image of one artwork, stretch your description across images, or leave repeated descriptions blank.
- If showing temporary or studio work, this is a good area to describe how you would approach this work differently if commissioned as a site-responsive permanent public artwork.
- Keep in mind, selection panels and committees review hundreds of images at a time, so craft your language wisely and concisely.

Tips for writing artist statements (1,000-character limit)

Describe the focus of your studio work or public art practice. Include the media in which you are most fluent and the concepts that inform your approach to site-responsive public art. If there is an aspect of your identity that informs your vision, perspective, and/or approach to making art that you want selection committees to be aware of, please address this in your statement. **Please proofread your statement carefully; it may be read aloud and/or reviewed in assessing your work.**

Resume Requirements

Resumes should be two pages maximum in PDF, Microsoft Word (DOC), or Rich Text Format (RTF). **PDFs are strongly preferred.** (1MB max. file size).