

APPLICATION GUIDELINES

Cincinnati Park Board Artists Registry

FOR A SUCCESSFUL APPLICATION:

- All pages of your application materials should include your name.
- All application materials, both hardcopy and digital materials such as CDs or DVDs, must be **submitted in duplicate**.
- Please do not staple any hardcopy materials together.
- All application materials should be packaged in box or envelope.
- Incomplete applications will not be admitted into the Registry.

Deadline: Applications can be submitted anytime for consideration for ongoing commissions opportunities.

Mail or deliver your completed application to:

Artists Registry Application c/o Cincinnati Park Board
950 Eden Park Drive
Cincinnati, Ohio USA 45202

Please note: If you need hard copy Artists Registry Information and Application Forms, all documents can be picked up at the Parks Administration Building front desk on weekdays from 9 am – 4:30 pm. Complete all hard copy forms legibly in ink or by typing/word processing, in duplicate.

PREPARING YOUR APPLICATION MATERIALS

Note: Two hard copy versions of all materials must be provided so that we can immediately see the intention of your application content. This includes images of your portfolio work. Two offices will be handling these materials, so thanks for your cooperation on this preparation.

Application Form: Complete digitally and print out the Application Form twice.

Artist's Resume, Artist's Statement, and References: All text materials must be prepared in a Word software format and output as hardcopies in duplicate, then saved on a CD or DVD. Ideally, your text and visual materials will be saved on the same CD or DVD. Your master disk should be copied twice, creating two disks to submit. The artist's name must be written on both disks.

When preparing your Artist's Statement, consideration of the points below will be of particular interest to our reviewers.

- Briefly describe your past and current work, and your experience with the production of public art.
- Describe the historical and cultural themes and/or storytelling content of your past work. How would these translate to a large-scale artwork for a city park?

- If invited to submit a proposal, how would you choose a theme(s)? Feel free to discuss multiple ideas and to be specific about a concept you might have.
- Describe what your general approach to a public art commission would be, including what you believe the impact of your art would be on the viewer.
- Some commissions will require artists to work individually, some to collaborate with other artists on unified themes and sites. Please briefly discuss your preferences and any experiences working on collaborative projects.
- In what ways have you previously worked with and within a community? If you are interested in participating in a residency, how do you think that process will shape your work? How might you involve other artist/non-artist partners in the design and/or creation of your artwork?

Portfolio Selections

Please note: We cannot be held responsible for any inability to “read” submitted digital materials. If for any reason we cannot access files saved correctly by the methods requested below, we will contact you.

For Visual Artists: Prepare 10 digital images of relevant artworks (saved as jpegs at 150 dpi, with an approximate dimension of 8" x 10"), accompanied by an **Images List** created in Word (output in duplicates) which includes: title, year created, dimensions, materials and techniques used, location/owner of work. Detail photos showing surface texture and color are desirable.

For Writers and Poets: 3 to 5 samples (500 words each maximum) in Word format, output as hardcopy and also saved on a disk.

For Video and/or Audio Artists and Composers: 15 minutes total of samples saved on DVD using Quicktime or iMovie, accompanied by still images and an **Images List** that includes title, year created, techniques used and information about public screenings/airings of this work.

For further information, questions or clarification, please contact:

Art Administrator - Jan Brown Checco at jan@brownchecco.com
or call the Cincinnati Park Board administration building at (513) 352-4079.