

Hall of Records Public Defender Office, 6th Floor
Technical Assistance (TA) Workshop Assistance Meeting through Zoom
September 13, 2021
5pm

Ottavia Crucitti, the project manager and host of this TA workshop officially at 5:02 September 13, 2021.

After introducing Grace Ramirez Gaston and herself, Ottavia presented a PowerPoint of the Public Defender Artist Workshop. She started with a brief description of the Civic Art Division and then highlighted Public Defender Office's vision, mission, and values. Ottavia went over the project's eligibility, its budget of \$77,000, and showed a sketch and architectural drawing of the project site walls.

As seen in the preliminary sketch, Ottavia clarified that the wall would be white walls and not on wooden panels. A total of six (6) original artworks for a not to exceed \$12,500, including framing and acrylic, archival glazing, transportation and installation, and insurances. Discussion of project goals involved creating an environment for staff with no windows and in tight quarters to feel inspired by the artwork, such as "welcoming and inspiring, dignity, compassion, dedication and advocacy, and trust." She stated that the Public Defender emphasized the desire to bring the community together.

Ottavia walked the attendees through the selection committee, including PCC participants. Discussion of an Evaluation Criteria to review artist applications included technical and aesthetic quality of past work. She went over the application process and stated it is done all online and explained how to register. She offered support if the process was challenging. She went into detail on application materials including a description of interest, a resume (not to exceed three pages), and ten images with detailed info. She asked that all applicants read all materials and provided examples of what makes a good photo for the panelists to review. Lastly, she went over a tentative schedule and highlighted PCC 1 and 2 meetings.

After her presentation, the following questions were asked by this TA meeting's attendees. Answers are in blue:

1. Is there a preference for the artwork in terms of landscape art, portraits, or abstract?
No. However, the Public Defender has expressed a desire to see representational and realistic work.
2. What happens in the interview?
Similar to a job interview, the artist selected to interview will speak about themselves, their artistic best practices that includes a portfolio. The meeting is 30 minutes including Q&A.
3. Images 72 DPI minimum, but what would you say is the best DPI?
We just need a minimum of 72 DPI to guarantee a good resolution. Remember the image can't be larger than 30 MB.
4. What is the minimum age to participate?
Eighteen years of age is the requirement age to go into a contract with Los Angeles County. Grace informed the attendee that she would check in with County Counsel to determine the eligibility of minors represented by a firm, gallery, LCC or any other form of representation.
5. Will we need to install lighting for artworks?
No.

6. (a) Are we responsible for having them framed? (b) Or will the department frame them all to maintain consistency? (c) And they need to be framed behind glass, even if it's on a large canvas?
 - a. The artist is responsible for having artwork framed.
 - b. The department will not frame any artworks. However, the Civic Art team will provide clear communication on framing needs.
 - c. The artwork needs to be of Plexi acrylic material and archival, and not on glass due to safety reasons.

7. (a) What if the insurance & other elements of expenses take a large part of the Artist's budget for creating the art. (b) Are there any additional monies available that can be added for the sake of the Artist? Thanks.
 - a. It is the artist's responsibility to ensure their art project is within budget. In order to ensure the artist is within budget, a budget will be shared, vetted and continuously revised with the Civic Art Division Project Manager.
 - b. No additional monies are available. This is an all-inclusive budget.

8. Could you clarify "commissioned...in the last five years"? I understand it to be the date of the commission.
If the artist was commissioned 5 years or more, regardless of an active contract within those 5 years, the artist is eligible for the project.

9. The 30 MB refers to all of the images combined, or for each individual one?
Individual one.

10. I understand the wall space is 8' x 6'. (a) Do we need to consider seating that may be on that wall when planning art size? So that art is above a sitting area. (b) Is there a preferred canvas size?
 - a. It's an open space. There is no seating in the artwork location areas.
 - b. The canvas size should be within the 8 x 6 feet wall space.

11. Will the Artist be responsible for installing lighting/fixtures to light artwork?
No.

12. When submitting an image of a painting, are you suggesting sending a photo that shows the painting hanging on the wall?
Yes. Also, if the artwork includes a special feature that you find important to help the panel better understand your work, you may include a secondary image of the detail.

13. Are we responsible for securely hanging? Or does the public works technician hang the work
Yes, the artist is responsible for having the artwork installed by a professional art handler including security hardware. However, the Civic Art Project Manager will be on site to supervise and ensure installation goes smoothly.

After questions, Ottavia showed the attendees the Survey Monkey application for reference. The attendees thanked Civic Art for the presentation.

Meeting adjourned.