

Contract for 2012 Truckee Tahoe Airport Art Program and Airport Art Coordinator Compensation

Truckee Tahoe Airport District
Kevin Smith, General Manager
21 November 2011

Proposal for Airport Art Program for the new TTAD Administration Building

The purpose of the Airport Art Program is to provide a community benefit, additional interest, and visual enhancement to the new TTAD Administration Building by featuring rotating exhibits of a wide variety of art with a regional focus. The Airport Art Program will create new opportunities for the local community to connect and engage with the airport through quality public art exhibits.

My proposal is to serve as the Art Coordinator under the direction of the General Manager to implement the Airport Art Program. My understanding of the work to be done is outlined as follows:

- Develop airport art exhibit guidelines, policies, and procedures, including liability and release forms, and specific guidelines for appropriate art.
- Design and coordinate display areas for the Ninety Nines and Civil Air Patrol memorabilia, trophies, and awards.
- Draft a 2012 calendar to schedule 4 exhibits, each 3 months in duration, featuring a variety of juried group shows and invitational exhibits of regional art. Identify and recommend future opportunities for special art events such as children's art shows, temporary outdoor installations, and aviation art.
- Create a timeline for each exhibit, write and publicize call to artists, maintain deadlines, coordinate a jurying process, notify artists of acceptance, arrange drop off and pick up of artwork, provide information and answer questions. Maintain a specific email account for the Airport Art Program for all art program communications.
- Arrange to receive artworks at the TTAD administration building, install exhibit, create labels and other explanatory materials to accompany the artwork.
- Publicize call to artists, current and upcoming exhibits, and opening receptions.
- Coordinate opening receptions: set up, wine, food, music, or special entertainment.

Requested Compensation:

Based on the duties outlined above, I estimate 200 hours of work to coordinate the Airport Art Exhibits, including design and coordination of display areas for the Ninety Nines and Civil Air Patrol memorabilia. At \$25 per hour, I request \$5000. compensation for the 2011-2012 TTAD fiscal year.

Contract for 2012 Truckee Tahoe Airport Art Program and Airport Art Coordinator Compensation

Page 2

Truckee Tahoe Airport District
Kevin Smith, General Manager
10356 Truckee Airport Road
Truckee CA 96161
530 587 4119 x 105

21 November 2011

Thank you for reviewing my proposal for the Airport Art Program, as described on page one. I would like to suggest the following draft exhibit schedule for 2012:

1st Exhibit: Feb / Mar / Apr Opening reception: February 17 or Grand Opening date
2nd Exhibit: May / Jun / July Opening reception: May 18 or 25, and Air Fair July 7
3rd Exhibit: Aug / Sept / Oct Opening reception: August 3 or 10
4th Exhibit: Nov / Dec / Jan 2013 Opening reception: Nov 9, 16, or 23

Based on the requested compensation outlined in the attached proposal, I would like to define the payment schedule as follows:

\$1250. Deposit to begin work: design and coordinate display areas for Ninety Nines and Civil Air Patrol memorabilia, draft policies and procedures, and begin organizing first art exhibit.

\$1250. Invoiced after opening reception of 1st exhibit in mid-February.

\$1250. Invoiced after opening reception of 2nd exhibit in mid-May.

\$1250. Invoiced after opening reception of 3rd exhibit in mid-August.

2012 TTAD fiscal budget (Oct 1-Sept 30): Total \$5000.

I hope this meets with your approval. Thank you very much.

Carole Sesko
P. O. Box 683
Truckee CA 96160
office 530 587 7750
cell 530 412 0639

Kevin Smith, TTAD General Manager
_____ Date

Contract for 2012 Truckee Tahoe Airport Art Program and Airport Art Coordinator Compensation

page 3

Truckee Tahoe Airport District
Kevin Smith, General Manager
10356 Truckee Airport Road
Truckee CA 96161
530 587 4119 x 105

21 November 2011

Invoice for deposit to begin Art Coordinator duties as outlined on pages 1 and 2.

Amount requested: \$ 1250.00

Thank you.

Carole Sesko
P. O. Box 683
Truckee CA 96160

office 530 587 7750
cell 530 412 0639

Contract for 2012 Truckee Tahoe Airport Art Program and Airport Art Coordinator Compensation