

## Creative CityMaking Minneapolis

### CALL FOR ARTISTS

Application Deadline: Tuesday January 17, 2017 at Midnight

**Submissions must be e-mailed to [creativecitymaking@gmail.com](mailto:creativecitymaking@gmail.com) following the specific requirements listed in this document no later than midnight on 1/17/17 to be considered.**

The City of Minneapolis Arts, Culture and the Creative Economy program is seeking three artists/designers or teams (maximum of two artists/designers per team) to participate in Creative CityMaking Minneapolis (CCM), a program that pairs staff in City of Minneapolis departments with experienced community artists/designers to advance the City's goal of eliminating economic and racial disparities.

In 2017, Creative CityMaking Minneapolis round 1 will embed 3 artists/designers or teams into 2 City Departments. Creative CityMaking Minneapolis projects are designed as a work-for-hire, and are an independent contract opportunity with a commitment for 12 months. Artists/designers are matched with City personnel to create a collaborative team. Each team will be supported by the Arts, Culture and Creative Economy program to produce results identified by each department. Depending on team success, there is potential for these projects to become multi-year work.

The collaborative work produced by Creative CityMaking Minneapolis teams will be showcased at community meetings, citywide community events, national gatherings and may culminate in a public exhibition. In addition, artists and City personnel will meet throughout the year in a series of participant gatherings where they will exchange ideas, share progress, and learn about effective cross-sector collaboration.

### **The Goals of Creative CityMaking Minneapolis**

Creative CityMaking Minneapolis (CCM) pairs staff in City of Minneapolis departments with experienced community artists to advance the City's goal of eliminating economic and racial disparities. This "[One Minneapolis](#)" goal is focused on ensuring that all residents can participate and prosper. CCM develops new arts-based, field-tested approaches that engage traditionally underrepresented communities and stimulate innovative thinking and practices for more responsive government. This work is increasing the capacity of the City to address inequities in political presentation, housing, transportation, income, and race. CCM Minneapolis is a program of the Arts, Culture and the Creative Economy in the City of Minneapolis Coordinator's Office.

### **The Purpose of CCM Minneapolis**

These collaborations between City staff and artists are in support of the following objectives:

- use arts and design resources and practices to help City departments address their priority issues;
- design and test new interfaces between City systems and the community, and new approaches for community engaged policy-making, planning, and practice;
- enhance City staff and artists' abilities to facilitate community engagement, and equip them with new tools for working effectively with traditionally underrepresented communities;
- create a collaborative, sustainable support system that advances the work of City departments through partnership with experienced community artists/designers; and
- document and communicate lessons learned.

### **Project Categories**

CCM Minneapolis offers City departments three pathways into collaboration with the creative community:

- **Explorers:** creative approaches that are limited in scope. These projects are for Departments unsure of what the arts have to offer but are willing to try and test, in a limited way, what they can achieve through creative practices.
- **Field Tested:** creative approaches that have been field tested, so we know they work. These projects are for Departments looking to invest in creative solutions already developed and tested in other arenas.
- **New Frontiers:** creative approaches that are challenging, new or innovative. These projects are for Departments seeking creative solutions tailored to their needs, are willing to take risks and seeking to discover how creativity can change their work.

Each project opportunity seeks experienced community artists/designers or teams able to deliver the outcomes above in addition to the specific desired results identified by the Departments. Project opportunities are described below.

## **Project Opportunity One: ReCAST – Listening to History**

**CCM project category: New Frontier**

**Placement: the City Coordinator's Office – Equity and Inclusion program**

**About the Equity and Inclusion program:** The focus of the City Coordinator's Equity & Inclusion team is to address disparate impact on communities of color and Indigenous People through City of Minneapolis policies, procedures and practices. The team partners with staff, leaders, elected officials across the City enterprise, and the community to identify opportunities and to remove barriers for economic and social progress in our city. The City of Minneapolis is committed to ensuring equity for all protected groups (i.e. gender, age, ability, LGBTQI, etc). Race is not a singular identity for anyone. Who we love, our gender, physical abilities, religion, nationality, place of residency, and more, shape the way we view the world and the way society and the laws governing it influence us. As a result, the Equity and Inclusion team intentionally assists staff in exploring the intersection of all identities with regard to race.

**About ReCAST Minneapolis –The Role of Government in Non-Majority Communities:** The Resilience in Communities After Stress & Trauma (ReCAST) Minneapolis Program is funded through a multi-year grant from the [Department of Health and Human Services' Substance Abuse and Mental Health Services Administration](#). ReCAST Minneapolis is intended to assist high-risk youth and families and promote resilience and equity in communities that have recently faced civil unrest through implementation of evidence-based violence prevention and community youth engagement programs, as well as linkages to trauma-informed behavioral health services. SAMHSA created the ReCAST Program to support communities that have lived through demonstrations of mass protest in response to police-involved shootings of unarmed African-American males.

The goal of this program is for local communities to work together in ways that lead to improved behavioral health, empowered community residents, reductions in trauma, and sustained community change. ReCAST Minneapolis program goals include the following:

- Building a foundation to promote well-being, resilience, and community healing through community-based participatory approaches;
- Creating more equitable access to trauma-informed community behavioral health resources;
- Strengthening the integration of behavioral health services and other community systems to address the social determinants of health, recognizing that factors, such as law enforcement practices,

- transportation, employment, and housing policies, can contribute to health outcomes;
- Creating community change through community based, participatory approaches that promote community and youth engagement, leadership development, improved governance, and capacity building;
  - Ensuring that program services are culturally specific and developmentally appropriate; and
  - Increasing the capacity of first point of contact staff and trusted community partners to provide trauma-informed service and care.

In addition, the program seeks to address behavioral health disparities among racial and ethnic minorities by encouraging the implementation of strategies to decrease the differences in access, service use, and outcomes among the racial and ethnic minority populations served. The City of Minneapolis is one of eight cities nationwide receiving this grant.

ReCAST Minneapolis is a cross-departmental effort and will include: Minneapolis Promise Zone, Intergovernmental Relations, Health Department, Youth Coordinating Board, Minneapolis Fire Department, Emergency Communications, 311, Civil Rights, Minneapolis Police Department, and Neighborhood and Community Relations.

CCM will provide 2 artists/designers or teams to work on goal area 4 and develop historical conversations to capture the narrative of community on the historical nature of trauma in communities of color and Native American communities.

**Timeline:** March 2017-2018 with possible continuation if successful.

### **Project Opportunity Two: *Upper Harbor Terminal***

**Placement: Community Planning and Economic Development (CPED)**  
**CCM project category: Field Tested**

**About CPED:** the mission of the City's Community Planning and Economic Development (CPED) Department is to "grow a vibrant, livable, safely built city for everyone." The department is involved in a wide variety of planning, zoning and development activities. This includes targeted work to revitalize areas in the city facing economic and other types of challenges by supporting appropriate real estate redevelopment that will provide jobs, housing and/or other community benefits. For more information about the department, please see [this link](#).

**About *Upper Harbor Terminal Community Voices* :** the City of Minneapolis and Minneapolis Park and Recreation Board (MPRB) are working together to redevelop the City-owned Upper Harbor Terminal (UHT) site in North

Minneapolis from its historic use as a barge shipping terminal to a new combination of riverfront parkland and inland development. The site is within a portion of the city which is under-served with regional parks and economic opportunities. The UHT site offers the opportunity to positively impact North Minneapolis through the provision of a major new regional park amenity as well as adjacent private development that will benefit the community. With input from the community, the City, MPRB and a development team selected by the City and MPRB will embark in late winter on a planning process to formulate a coordinated plan for redevelopment of the UHT site. Redevelopment of the UHT site will be a success if it achieves its goals – please see [this link](#) for a summary of the nine “Characteristics of Success” that have been identified for the project. The following goals are specific to arts-based interventions:

- **Development is connected into the fabric of the community:** connections from the neighborhood are welcoming and safe for pedestrians and bikes as well as vehicles.
- **Is equitable and helps to address disparities:** the project must address disparities that impact the nearby community.
- **Feels unique to the specific place:** the overall project must capitalize upon its location on one of the world’s great rivers and be unique to this specific place, not something that could have happened elsewhere.
- **Reflects the history of the site:** the project must interpret and reflect the history of the site and contribute to the area’s unique character and interest.

CCM will provide an artist/designer team to collaborate with the City, MPRB and development team specifically to encourage and support the involvement of underserved communities in the project’s planning process to assure that there will be diverse input to inform an integrated UHT development plan.

**Underrepresented Communities to be engaged:** Outreach to the African American, Latino, East African, Southeast Asian and Native American communities is needed to provide input into the development plan. The goal of the UHT planning process is to arrive at a feasible redevelopment plan that responds to the needs and desires of the community and has the broad general support needed to seek implementation funding.

**Timeline:** 2017-2019

### **Eligibility for both Project Opportunities:**

We are seeking experienced artists, designers or teams from a broad range of creative disciplines, including but not limited to: visual arts, performing arts, literary arts, media arts, graphic design, process design, interdisciplinary and/or multidisciplinary arts. Designers with design thinking, UX and UI experience are especially encouraged to apply.

- Artists and designers must have experience with artistic processes that are social, interactive, and physical.
- Artist/designers must be available to attend all participant convenings and scheduled program dates.
- If applying as a team, must have a strong history of at least two years of collaboration.
- Open to all artist/designers within a reasonable commuting-distance from Minneapolis and Wisconsin. Members of the Minneapolis Arts Commission, the Commission's Public Arts Advisory Panel and City of Minneapolis staff are not eligible to apply.
- Field Tested projects must have a track record of implementation of the same or similar project in their work samples.

### **Compensation:**

Selected artists/designers or teams will receive a **fee of \$30,000** for work that will occur over the course of 12-months, from **March 2017 to March 2018**.

### **Project Expenses:**

Selected artist/designer will be paired with a City department managing a specific project in the department's 2017 work plan. Each artist-department team will have additional project material budget of \$8,000 to \$10,000. The artist-department team will determine the use of their allocated Creative CityMaking project budget, including project material expenses.

### **Intellectual Property Policy:**

The artist/artist team will be required to waive their rights according to appropriate sections of the Visual Artists [Rights Act of 1990](#).

### **Artist Scope of Services and Expectations:**

Creative CityMaking artists are expected to keep project goals at the forefront of their work in collaboration with City staff and:

#### **Program related meetings/events**

- Participate in project orientation, quarterly daylong convenings and other project-related networking, co-learning events meetings and project check-ins as needed

- Maintain a working presence in the department by attending and participating in departmental and community meetings/presentations as needed, working onsite as available and meeting regularly with program staff
- Participate in project check-ins and ongoing evaluation efforts with City staff, project manager(s) and project collaborators and community stakeholders.

### **Define Project and Workplan**

- Develop team agreement in collaboration with City staff including work plan, budget, conflict resolution guidelines, and other elements outlined in the teaming agreement template
- Develop budget to be approved by ACCE and Department staff.

### **Administration**

- Maintain activity log, tracking hours and activities to be submitted with invoices.
- Provide appropriate documentation with deliverables.

### **Communication**

- Submit work plan as part of the team agreement with City staff.
- Provide, strong, regular and consistent communications with project managers and City staff.
- Work within communications protocols established by City of Minneapolis.

### **Data Collection**

- Become familiar with appropriate project background information, including relevant research and data.
- Work closely with City staff and managers to ensure that data collected for City efforts is data that can be used.
- Develop and outline strategies in work plan for data entry, formatting, and sharing with City staff at outset of project, and as new tools are developed.

### **Evaluation**

- Provide data to program evaluators through engagement logs and other evaluation tools.
- Participate in the program evaluation as requested.
- Document processes and tools.
- Participate in program documentation, including video/media as requested.
- Share visual and written documentation of the process, activities, and instructions/template for new tools generated.

### **Share Back**

- Coordinate and present relevant information through at least one creative community event with City project stakeholders through theater, visual arts, exhibit, etc. in addition to culminating exhibit and forums as needed.
- Co-develop an exhibit of tools, approaches, and lessons learned for the Creative CityMaking culminating event and exhibit date TBA.
- Participate in culminating forum and exhibit launch, date TBA.

### **Extend Arts-Based Practices**

- Engage with other departments as requested to support the thorough integration of arts-based innovation within the City.

### **Artist/designer Qualifications/Selection Criteria:**

#### **Experience as a Practicing Artist/designer**

- Demonstrated five years minimum experience as a practicing, working artist/designer.
- A focus on urban, community engagement, design thinking and social issues, as part of the artists/designer's creative practice

#### **Connections to the City and Planning**

- Strong interest in the intersection of art and city processes, and public administration issues.
- Ability to work collaboratively with a public sector agency, in a team-based environment.
- Demonstrated experience at navigating systems and willingness to work within required public processes.

#### **Connections to the Community**

- Demonstrated experience or strong interest in working with communities and/or the general public in their creative process.
- Knowledge of local communities.
- Exceptional cultural competency and demonstrated ability to constructively work with traditionally underrepresented communities.

#### **Personal Capacity**

- Strong communication, facilitation, interpersonal, presentation, and equity-focused skills
- Willingness and ability to learn and grow while meeting the changing requirements of the work. Ability to be flexible and adaptable in collaborative work environment and projects.
- Interest in collaborating with City departments to achieve goals.
- Regular availability during the project timeline (March 2017 - March 2018)

### **Selection Timeline:**

December 22nd, 1-2pm – Pre-recorded informational webinar  
Applicant portal open at  
[www.minneapolismn.gov/coordinator/arts/acce](http://www.minneapolismn.gov/coordinator/arts/acce)

January 6th, 2017 midnight - Deadline for all application questions to  
[creativecitymaking@gmail.com](mailto:creativecitymaking@gmail.com)

January 3, 9-11am – Café Southside - In person application clinics

January 10th, 5-7pm – Mapps Café - In person application clinics

January 11<sup>th</sup> – Responses to inquiries sent

**January 17th, midnight - Deadline to apply**

Week of January 30<sup>th</sup> – Shortlist Notification to selected artists

February 7th - Finalist Interviews

February 28th - Artist Orientation

### **Application Format & Submission Materials**

Applications are received via one email to [CreativeCityMaking@gmail.com](mailto:CreativeCityMaking@gmail.com). All applications materials (Contact Information, References, Resume, and Letter) must be submitted as ***one PDF file***. Images may be submitted separately according to the requirements listed below. No hard copy applications or work samples will be accepted – all applications must be submitted via email to as attachments or work samples via the suggested methods below.

*You will receive a confirmation of all materials received. Please ensure that all applications materials received confirmation.*

### **Applications should include:**

1. Contact Information
  - a. which project you are applying to
2. Cover Letter
3. Resume(s)
4. References
5. Work Samples

6. Work Sample Descriptions
7. Completed online Google form (hyperlink: <https://docs.google.com/forms/d/e/1FAIpQLSfo0cooitd7Ub60Zs5aUQqvitLu2GzlpbUqGNkAPefxDdLOtw/viewform>)

**1) Contact information** including name, contact information (phone and email), website.

- Clearly identify which project you are applying to; you may apply to both opportunities, but must submit a full application for each.

**2) 1-2 page Letter of Interest** addressing the following prompts: **State which opportunities you are applying for.** *You may apply for both project opportunities, but must submit separate applications for each.*

- **Describe your experience as a practicing artist, designer or artist/design team:**
  - How has a focus on urban and social issues been central to your creative practice?
- **Describe your interest in or connection to the City or City Departments involved in the projects:**
  - What is your interest in the intersection of art/design civic and city issues?
  - What experience and willingness do you have in navigating systems to effectively work within required public processes?
  - Please describe what your approach would be for each project you are applying to.
- **Describe your connections to the community:**
  - How are you connected to and familiar with local communities?
  - What experience do you have working in and with communities and the creative process?
  - What is your experience working in and with traditionally underrepresented communities?
  - Describe your approaches and the resources you will bring for doing this work?
- **Describe your personal capacity(ies) to be a Creative CityMaking Minneapolis artist:**
  - What are your skills and strengths in communication, facilitation, and presentation?
  - As you look at the Artist Scope of Services above, and the types of projects available, describe how you might integrate creative activities, ideas, and tools into these projects?
  - Why is this the right time in your career for you to be doing this project?

**3) Resume(s)** Include information on background and ability related to

conducting the tasks listed in Artist Scope of Services. NOTE: If submitting an application as a team, please include resumes for all team members.

**4) References** Please submit full names, titles, addresses, and daytime phone numbers of three (3) professional references from past projects. For teams, please include references that have worked with you as a team.

**5) Work Samples** Please submit up to 10 high-quality examples of your artistic/design work that relate directly to the project opportunity. Work samples do not need to be most recent work, but should relate to the specific call.

For field tested projects, please submit examples of the work(s) which you'd like considered.

Please submit according to the following specifications:

**Up to 10 total** work samples are accepted in the following formats:

- Images - up to 10 images:
  - image format must be JPEG,
  - no larger than 2MB each; resolution must be greater than 72dpi
- Written - up to 5 pages of written work samples may be submitted:
  - written work samples should be no longer than 1 page or 500 words for each work sample.
- Videos - up to 5 minutes total of work samples may be submitted:
  - Individual video samples may be no longer than 30 seconds each and must be submitted using one of the following options:
    - File Sharing: WeTransfer (or other similar systems), DropBox, Google Docs
    - A single document attached to the email with a weblink guiding to Youtube or Vimeo (or similar site)
- Audio: Up to 3 minutes of audio may be submitted
  - 10 mb max submitted via file sharing (same as video)
  - A single document attachment with a weblink connecting to a source (ie. Soundcloud, website)

All work samples must be labeled using the following naming convention to be considered: #\_LastName\_FirstName\_Project Category (ie. 01\_Smith\_John\_Field Tested; 02\_Smith\_John\_Field Tested).

We do not expect submissions in each work sample category. Please do not submit websites, brochures, promotional or marketing documentation.

Slideshows or images that compile multiple photos are not allowed.

*Panelists will not review work samples that do not meet this criteria.*

**6) Work Sample Descriptions:**

Please submit a document detailing your work samples. Please briefly describe the work sample using the prompts below as they relate to your work. Please attach your work sample list as a PDF document to the submission email with your name/team name clearly listed in the document text.

- Corresponding Work Sample Number (ie. 01, 02, etc)
- Project Specifics: what happened? where did it happen?
- Players and Partners: what was your role? partners? community involvement?)
- Please describe how this work sample relates to the call to which you are applying.

*Please limit each work sample description to 250 words per sample.*

**7) Application Form:** All applicants must fill out a corresponding form with detailed information. Link:

<https://docs.google.com/forms/d/e/1FAIpQLSfo0cooitd7Ub60Zs5aUQqvItLu2GzlpbUqGNkAPefxDdLOtw/viewform>

For questions, please contact [creativecitymaking@gmail.com](mailto:creativecitymaking@gmail.com) by January 6<sup>th</sup> at midnight. Technical questions will be accepted until one day prior to the deadline.