

EXHIBIT A SCOPE OF SERVICES

The Consultant is responsible for the overall leadership, general management and the daily operations of the Ann Arbor Public Art Commission (AAPAC) in providing program planning and development, financial management, coordination with project managers and all other activity in accordance with policies and guidelines of AAPAC, applicable statutes, ordinances and regulations, and policies of the City. The Consultant reports directly to the City of Ann Arbor's Public Services Area Administrator.

Organizational Management

- Support programming directions in accordance with the Public Art Ordinance and consistent with the guidelines and policies of AAPAC.
- Direct the long and short term planning process for the administration of the Public Art Ordinance.
- Support AAPAC.
- Meet regularly with AAPAC and attend monthly AAPAC meetings.
- Meet regularly with the Public Services Area Administrator.
- Be responsible for coordination of the activities of staff and volunteers related to public art projects and activities.

Organizational Development

- Serve as chief contact person for and represent AAPAC, including interactions with City staff, artists, businesses, other governmental agencies and funding agencies.
- Assist AAPAC with preparation of agendas to include new business items; ordinance, provisions, and calendar requirements.
- Coordinate all AAPAC standing and ad hoc committee meetings, assist the AAPAC chair and committee chairs, and serve as liaison to AAPAC.
- Provide coordination between AAPAC and City staff for planning, research, coordination and implementation of the public art program, including grant writing, public relations and special events.
- Support Project Managers through the artist and vendor recruitment and selection processes, including RFPs and RFQs as needed.
- Assure documentation of policies and decisions related to public art. Maintain historical records and documentation of all efforts relative to public art, including but not limited to RFPs, RFQs, proposals, selection procedures, contracts, public art maintenance records, conditions attached to donated funds and works of art, grant writing, public relations and special events, in accordance with City record retention requirements.

Financial Management

- Assist AAPAC in the analysis, evaluation and preparation of project and public art fund budgets.
- Advise AAPAC on available funding and assist AAPAC in the Annual Planning process by identifying appropriate resources for planned art available, as it relates to funding.
- Work with City staff and AAPAC on the annual budget, monthly reports and support data.
- Maintain operations within approved budgets.
- Provide annual reports on projects.

Public Relations/Promotion

- Assure the development, creation and dissemination of program educational and publicity materials, including press releases as appropriate.
- Assure timely updates of AAPAC information on the website.
- Develop and maintain orientation on materials for new commissioners, task force and committee members.

Assist AAPAC in the establishment of task forces provide administrative support for Taskforce activities.

Deliverables

- All tasks and services required to be performed under this Agreement.
- All reports, budgets, grant proposals, contract documents, project documents, public relations and educational material and other documents described in this Scope of Services.