

# Project Coordinator Indigenous public art

## Call for contractors

### Who:

Project Coordinators who have experience in public-facing projects and managing budgets and remote teams

### What:

To manage the Place Keeping program, a programming initiative in the Municipal Building

### Where:

Hybrid work, 1-2 days/month in the office, in-person events as needed, outreach across Treaty 7

### When:

Deadline to apply: June 10th, 8:00 am

Project start: July 1<sup>st</sup>, 2024

Project end August 1<sup>st</sup>, 2025

### How much:

\$25/hr + GST up to 20 hrs/week

The City of Calgary recognizes and values [equity, diversity, inclusion and belonging](#); and unique dimensions of diversity including race, ethnicity, gender, disability, age, religion, sexual orientation, work style, communication style, learning preferences and others.



Figure 1 Nahkii Pimpahtaahk Anosh, Paityn Savoie, 2023



**Request for qualifications**  
**Date of issue: April 17<sup>th</sup>, 2024**  
**Submission deadline: 8:00 am, June 10<sup>th</sup>, 2024**

## About the project

The City of Calgary Public Art Program invites Indigenous and non-Indigenous project coordinators, administrators, and artists with experience in arts management to apply. Being an artist is not required to apply to this opportunity.

Individuals with all levels of experience are encouraged to apply. This opportunity is open to local individuals with experience managing projects, and an interest in art of all disciplines.

This project coordinator will run the Place Keeping program which is a program for Indigenous artists to have their work in the municipal building and for artists/teachers to deliver workshops to the public. The project coordinator will deliver 3 events in 2024 with pre-selected artists, manage the call to artists, selection panels, and work closely with the curator to select artists for 2025. Four events will happen in 2025. This position is expected to work some evenings and weekends.

## Goals

This project will:

- Support the presence of Indigenous artwork in the municipal building
- Engage with local Indigenous artists
- Build relationships with local Indigenous artists
- Offer two workshop events and two artwork events per year

## Artist information sessions

Free online and in-person artist information sessions are available for those interested in applying. Please email [indigenouspublicart@calgary.ca](mailto:indigenouspublicart@calgary.ca) for dates, times and locations. Attendance is **not** mandatory in order to qualify for this opportunity.

## Budget

The contractor receives an all-inclusive, maximum budget of **\$25/hr CDN x 20 hrs week x 50 weeks** up to a total of \$25,000.00 + \$5000 for travel and expenses (not including GST).

The total budget includes, but is not limited to supplies and materials, consultation, artist time for public engagement, travel, insurance and design fees.

The consultant is responsible for their project budget and will be paid based on deliverables as per their Scope and Fee contract.

## Questions and clarifications

Submit all questions in writing to [indigenouspublicart@calgary.ca](mailto:indigenouspublicart@calgary.ca) prior to 4:00 p.m. MST on June 5<sup>th</sup>, 2024



## How to apply

### Submission package

Eligible submissions will contain:

- a) **Letter/email of interest** (maximum of 1500 words) including:
- Your interest in this position
  - Description of how your Indigenous knowledge and experience in communities will contribute to this work
  - Experience in project management
  - A statement of your relationships in Treaty 7 and beyond
  - Contact information (phone number, alternate number and email address)

\* Your submission will be rated out of a possible 100 points as outlined in the Evaluation criteria below.

- b) **Three references** including contact name, company, current telephone number, address, and email address. You may use past clients, Elders, and community members familiar with your work.

\*The City reserves the right to contact references without prior notification.

\*References from City of Calgary staff members will not be counted as part of the required references.

### How to submit

- Email [indigenoupublicart@calgary.ca](mailto:indigenoupublicart@calgary.ca) and attach all the required documents.
- Email subject line should include: Project Coordinator
- Note that the maximum file size for an email is 10 MB. You may submit multiple emails to ensure all files are received.
- Submissions are accepted in electronic form only. .
- Incomplete or late submissions will not be considered.

## Selection process

All eligible submissions are reviewed by a selection panel consisting of three - five City representatives is stewarded by City business unit representative.

Applicants may be invited to an in-person or online interview with the selection panel.

Submissions will be rated out of a possible 100 points according to the Evaluation criteria below.

\*The selection panel has the right to not award any of the submissions, and The City reserves the right to cancel/reissue this opportunity at any time.





*Figure 2 Guts'ists'l, Stephanie One Spot, 2023*

## Evaluation criteria (100 points)

### A. Understanding of the project: (25 points)

- Why this opportunity appeals to you  
How your knowledge of public art and Indigenous art will contribute to this project
- Knowledge of the Treaty 7 area and Metis Nation Districts 5 & 6
- Connection to Treaty 7 communities and local artists

### B. Project experience: (45 points)

- Demonstrated experience in working to a schedule and demonstrated ability to deliver a project on time
- Demonstrated ability to meet a set budget and deliver a project on budget
- Demonstrated ability to collaborate with project teams, other interested parties and engage with the public
- Has experience in working with Indigenous communities

- Demonstrated flexibility of practice and responsiveness to contextual opportunities
- D. Public art & community experience:
- (10 points) Responsiveness to community engagement and understanding of the project's context in the community
  - (10 points) Previous public art experience is an asset
  - (10 points) Demonstrated excellence in delivering public-facing projects

### E. Bonus points- extra points may be score if the applicant can:

- (20 points) provide proof of verifiable Indigenous ancestry.
- (up to 20 points) Provide examples of being connected to local Indigenous communities with letter of reference or providing phone numbers for members of Piikani, Siksika, Kainai, Amskaapi'pikuni, Tsuut'ina, Bearspaw, Chiniki, Goodstoney, Metis regions, and other Indigenous nations.



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## Working with The City

To ensure the project meets project goals, as well as the requirements of the Public Art Program, the consultant will be required to work closely throughout the project with Public Art Program staff as well as other stakeholders.

Prior to confirmation of award, the selected artist or artist team will be required to:

- Confirm status as a company (or sole-proprietorship);
- Provide proof of verifiable Indigenous ancestry
- Confirm a Commercial General Liability (“CGL”) insurance policy for bodily injury (including death) and property damage in an amount of not less than TWO MILLION DOLLARS (\$2,000,000.00) inclusive limit for any one occurrence;
- Complete a Scope and Fee contract defining project deliverables and payment schedule;
- Sign a City of Calgary Artist Agreement which includes Artist General Terms and Conditions.

## Administration

The commissioner for this project is:

The City of Calgary  
Box 2100, Station M, Calgary, AB, Canada T2P 2M5  
Mail code #63

There will not be any public opening of submissions.  
There is no cost to the applicant to provide a submission.  
Submissions must currently be provided in English.

## Indigenous public art

Art is the storytelling of a history. Respecting and sharing the unique, local Indigenous traditions, beliefs and practices through public art helps to share Indigenous perspectives and stories. It serves as a reminder that Indigenous people lived on this land long before Scottish settlers named it Calgary, and that every Calgarian has a role to play in acknowledging the past and working toward a brighter future.

Of The City’s public art collection, which began growing in 1911 and now has more than 1300 pieces, less than 3% were created by Indigenous artists. To correct this disparity, we’re taking meaningful steps to improve opportunities for Indigenous artists to consult on, participate in and create public art in Calgary.

We are deeply committed to delivering more opportunities for Indigenous artists and increasing Indigenous representation in the public art collection.

For more information visit [calgary.ca/indigenoupublicart](https://calgary.ca/indigenoupublicart)



## Land acknowledgement

The Calgary area where the Bow and Elbow rivers meet is a place of confluence where the sharing of ideas and opportunities naturally come together. Indigenous peoples have their own names for this area that have been in use long before Scottish settlers named this place Calgary. In the Blackfoot language, they call this place Moh'kinsstis. The Stoney Nakoda Nation refer to the Calgary area as Wîchîspa Oyade and the people of the Tsuut'ina nation call this area Guts-ists-i. The Métis call the Calgary area Otos-kwunee.

We would like to acknowledge that this project will be located on the traditional territories of the people of the Treaty 7 region in Southern Alberta. This includes: the Siksika, Piikani, and Kainai, along with the Blackfeet in Montana, collectively known as the Blackfoot Confederacy; the Îethka Nakoda Wîcastabi First Nations, comprised of the Chiniki, Bearspaw, and Wesley First Nations; and the Tsuut'ina First Nation. The city of Calgary is also home to the Métis Nation of Alberta Districts 5 & 6. We acknowledge all Indigenous urban Calgarians, First Nations, Inuit, and Métis, who have made Calgary their home.<sup>1</sup>

One of the guiding principles of the Public Art Program is to share, and provide a voice to, the historical context of Calgary; honour that information, and include and embed it in the work going forward. To learn more, watch the video: [Calgary Foundation Land Acknowledgement \(Full\)](#) on YouTube.

1. Moh'kinsstis Public Art Guiding Circle

## Public Art program

The Public Art program's mission is to provide a responsive public art program from which The City, Calgarians and artists collaborate, exchange perspectives and explore familiar and unimagined situations, subjects and opportunities, as they relate to our evolving relationships with our shared history, place and community.

Established in January 2004, the Public Art Program ensures the allocation of 1% for the portion of eligible project capital costs over \$1 million up to \$50 million; and 0.5% for the portion over \$50 million to public art.

The Public Art Policy outlines the diversity of public art opportunities as: discrete, semi-integrated, integrated and temporary works, and allows for artists on design teams, community-based public art, and special projects such as artist residencies.

The City of Calgary has transitioned key components of public art program operations to [Calgary Arts Development](#) (CADA). We are working closely with CADA on community programming, calls for artists, community engagement and the commissioning of new public art. The project coordinator may be asked to work with both organizations throughout their project. The City and CADA are committed to working with artists and Calgarians to creating a positive, meaningful and enriching program for the future.

For more information visit [www.calgary.ca/publicart](http://www.calgary.ca/publicart)