

Request for Qualifications: Fergus Falls Sculpture Walk Manager

The City of Fergus Falls Public Arts Commission (PAC) is seeking qualifications from interested individuals to manage the newly-funded Fergus Falls sculpture walk. The sculpture walk manager will oversee operations of the year-round outdoor art exhibition along Lincoln Avenue in downtown Fergus Falls.

Project Overview

The Fergus Falls sculpture walk will feature six outdoor sculptures on limestone pads at three intersections between Union and Cascade Avenues. Each piece will be loaned by artists, who receive a stipend for their participation. Sculptures are available for sale, with sale proceeds shared between the artist and ongoing sculpture walk operations.

Scope of Services

The sculpture walk manager will serve as an independent contractor responsible for designing and implementing a comprehensive annual schedule of activities to ensure the success of the sculpture walk. Key responsibilities include:

1. **Activity Schedule Development:** Create and manage a year-round timeline covering recruitment, selection, installation, promotion, and removal of sculptures for the sculpture walk.
2. **Artist Recruitment and Database Management:** Build and maintain a database of potential artists and actively encourage applications for the sculpture walk.
3. **Promotional Materials:** Prepare materials to promote the sculpture walk to the public and to artists through social media and other relevant platforms.
4. **Record-Keeping and Reporting:** Establish a record-keeping system for regular reporting to the Public Arts Commission and grant providers.
5. **Coordination with City Officials:** Collaborate with city staff in Public Works for the installation and maintenance of the sculpture walk along Lincoln Avenue.
6. **Additional Tasks:** Perform any additional tasks that may arise to support the effective operation and visibility of the sculpture walk.

The Manager will report progress to the PAC as requested.

Compensation

- **Annual Stipend:** \$4,000

- **Annual Expense Budget:** \$500

Qualifications

The ideal candidate will possess the following qualifications:

- Demonstrated experience in public art, event management, or project coordination.
- Strong organizational skills and attention to detail.
- Proficiency in developing and maintaining databases.
- Experience with social media promotion and creation of marketing materials.
- Ability to work independently and coordinate with various stakeholders, including artists, city officials, and the Public Arts Commission.

Submission Requirements

Interested individuals should submit the following:

- A resume outlining relevant experience.
- A brief statement detailing how your experience and skills align with the position's responsibilities.
- Contact information for at least two professional references.

Please email application materials to planning@fergusfallsmn.gov by **noon on November 20, 2024**.

This is a unique opportunity to contribute to the cultural vibrancy of Fergus Falls through the management of a public art program that enhances the city's appeal for residents and visitors alike. We look forward to receiving your qualifications and learning how you can help bring the Fergus Falls sculpture walk to life!