

Kansas City Art Institute

Campus Artwork Policy

Introduction:

The Kansas City Art Institute (KCAI) recognizes the importance of showcasing the creative talents of its students, alumni and/or visiting artists through art/design installations across campus. This policy outlines the guidelines and procedures for the submission, display, installation and deinstallation of any artwork in public accessible spaces at KCAI. By creating a structured and supportive framework, we aim to foster an environment that encourages creative expression, enriches the campus learning experience, and celebrates the diverse talents we guide and invite to KCAI.

Ensuring equitable access to all public outdoor and indoor spaces for every student, alumni and/or visiting artist at KCAI is of paramount importance as it fosters a rich and diverse creative environment. By opening all spaces to propose the display of temporary installations, KCAI cultivates inclusive cross-disciplinary collaboration and innovation as it repositions the entire campus as a creative display platform. This access empowers students and artists to explore new mediums, sites and engage with different perspectives, and spark new dialogues. This nurtures a vibrant community enhancing the educational experience and the experience of visitors on campus.

Submission Process:

Students interested in displaying their artwork **OR** faculty/staff interested in displaying alumni or visiting artists on campus for more than one day must submit a proposal at least one week prior to the proposed installation date. Incomplete proposals or those received within one week of proposed installation will be returned with the hopes they will be resubmitted.

For installations lasting less than one day, related to an academic course, please submit the proposal at least 48 hours in advance so it can be reviewed and returned asap, and all stakeholders can be clearly informed of what is occurring on campus.

Persons submitting proposals (students, faculty, staff) will use the form located in My KCAI. The proposal will need to include a clear description of the artwork, its concept, intended location, dimensions, and any specific installation requirements. The proposal submission will also need to include 3 thoughtful and complete visual representations of the artwork, such as sketches, digital renderings, or maquettes, to provide a comprehensive understanding of the project and site.

Proposal Considerations:

- Outdoor installations should be designed and constructed to withstand outdoor conditions, as applicable. Weather-resistant materials and secure installation methods should be employed for outdoor displays.
- Installations should be positioned in a manner that respects the architectural and functional aspects of the chosen location, without obstructing pathways, exits, or critical infrastructure.
- When installing in shared spaces, please consider potential disruptions and communicate with relevant stakeholders, ensuring a smooth installation process.
- Collaboration among students, faculty, and staff is encouraged during the proposal, design, and installation phases. This collaborative approach promotes diverse perspectives and enhances the overall impact of the endeavor
- Students are strongly encouraged to consult with faculty advisors or mentors to receive guidance and feedback on their proposals, design concepts, and installation plans.
- For larger or complex installations, persons submitting proposals may be required to work closely with KCAI facilities personnel or external professionals to ensure proper installation, safety, and maintenance.
- Persons submitting proposals are responsible for the regular maintenance and upkeep of their displayed artworks. Any necessary repairs or adjustments should be addressed promptly to ensure the artwork remains in optimal condition.
- At the end of the approved display period, persons submitting proposals are responsible for the timely removal of the installation. Persons submitting proposals should adhere to specific removal guidelines from the Director of Facilities to minimize any potential impact on the environment and surrounding areas. Abandoned or neglected artworks are subject to removal by KCAI Facilities.
- Any costs associated with any aspect of the proposal are the responsibility of the related student/artist/department/unit budget.

Review and Approval:

The proposal form will flow via forwarded email respectively from Department chair/director to the director of facilities to the KCAI Gallery director, The KCAI Gallery director (in consultation with the Executive Vice President of Academic Affairs when needed) will serve as final reviewer and notify the person submitting the proposal, as well as other reviewers, via forwarded email, whether the proposal has been approved and installation can begin, or the proposal has generated questions or concerns that need resolution. If you are a review/approver simply forward the auto generated email onward stating in the body of the email "I approve" and your name. You may include any additional notes or details if you wish.

All reviewers should assess the feasibility of the proposed installation, achievability, safety, and its alignment with KCAI's mission and values, and any potential alignment or conflicts with other

events or installations on campus. If the proposal is approved, the person submitting the proposal is accountable for:

- The artwork is appropriate for public display and adheres to KCAI's standards of respect and inclusivity.
- Is responsible for the transportation, installation, and de-installation of the artwork.
- Installation methods must not cause damage to campus property or infrastructure.
- They must provide and get approval for any necessary equipment or materials for the installation.
- Any necessary safety measures must be implemented during installation and display.
- Information about the piece for labels and promotion by KCAI.

Installation Dates and Availability:

Some proposed installation dates are subject to availability based on KCAI's special events calendar. Some dates may be unavailable due to other KCAI events that will be using campus spaces (i.e. ArtPop, A&D Auction). Such dates will be shared with Department Chairs/Directors in advance as they are known.

Duration of Display:

The duration of the display can vary. Displays typically range from two weeks to one month.

Promotion and image use:

KCAI reserves the right to use included images or new images of the displayed installations for promotional and archive purposes, including on the official website, social media platforms, and marketing materials.