

1. Inventory the existing art collection
2. Determine what pieces should remain and what should be eliminated
3. Select the locations that require art
4. Help form an art committee
5. Develop criteria for the art collection
6. Put together art work selections for the committee's review
7. Help the art committee come to decisions as to what pieces will best enhance their collection and the space
8. Assign the high priority locations, the secondary, and low priority locations for art
9. Review the reflected ceiling plan to ascertain that the lighting is adequate for the art
10. Select areas for special commissions
11. Help the committee determine the type of art that will be commissioned
12. Help with the direction of the collection
13. Develop frame standards for each of the locations
14. Create a budget and get budget approval
15. Negotiate for the selected art
16. Supervise the artists as the commission pieces develop
17. Attend meeting with the framers, installers, delivery companies, clients and the design/architect team
18. Purchase the art
19. Supervise the framing
20. Arrange for delivery and installation
21. Supervise the installation.
22. Design, create and facilitate the production of any written materials about the collection.