

Requesting Art or Art Services
Frequently Asked Questions

The Department of Art at FSU has a large number of talented artists that make and exhibit works. Often the general public approaches us to find out how they can use some of the talent here to help them accomplish some specific creative project. Here is a list of frequently asked questions about how to go about requesting either art or art services from the Department of Art. We hope these answers will be of some use. We have separated the questions into two main categories:

A: How to request and post opportunities and internships?

B: How to display or purchase student and faculty work?

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A: Are your art students able to take on internships? If so, how do I go about posting an internship opportunity for them to see?

Yes! Students are encouraged to pursue internship opportunities to gain beneficial work-related experience in their field. Internships can be paid or non-paid. Non-paid internships can be completed for college credit, though this type of internship needs to be vetted and approved by the chair of the Department of Art.

If you are an employer and have an internship opportunity for our students, please post information about the internship through our opportunities website: <https://forms.cfa.fsu.edu/departments/forms/art-forms/submit-an-opportunity/>

Under the “What type of opportunity” section, please enter the keyword “internship.”

A full list of current available internship can be found here: <http://art.fsu.edu/opportunities/internships/>

How do I get a student or faculty member to create a new work for a project such as a mural, portrait or print and web design?

Many undergraduate and graduate students have been commissioned to create portraits, murals, sculptures, posters, and websites. Please note, however, that artists, like any other skilled professionals, should be compensated for their work. Artists apply their creative skills to solve problems and make products and objects using specialized tools and materials. Creative endeavors are no different from any other skilled profession. As such, please compensate artists for their creative efforts and labor. One would never consider asking a contractor to build them something

simple because there is space to do so or because an interest has been expressed in their work.

If you have an opportunity to commission a work, please visit our opportunities webpage: <https://forms.cfa.fsu.edu/department-forms/art-forms/submit-an-opportunity/>

Is there a fee for posting my opportunity or internship?

No.

What information is needed to request a commissioned work?

You should have the following information:

- Your position/opportunity name (required)
- Organization name
- Organization web-site
- What is the opportunity? – short description (required)
- Further important information
- What are the requirements/deadlines? (required)
- Is this a paid opportunity or internship?
- Contact Name (required)
- Contact e-mail (required)
- You can also submit up to 2 “related images” to help promote your project (this could, for example, be a view of the site where the work will take place or images of the types of work to be done)

What is a “commissioned” work?

This is a work that did not previously exist until a patron paid the artist a fee to create the new work. Commonly commissioned works are portraits, murals, sculpture, logos, and web design.

How do I increase the chances of someone taking on my project?

Clearly defined jobs that pay well get noticed the most. Skilled students are savvy and busy with their schoolwork and often have paying jobs. They are more willing to take on an additional creative project if they feel it will benefit them. Jobs that one expects to be done for no pay get little notice unless they are for charities that mean something to the individual.

Is it better to pay with an hourly rate or by project?

This depends on the preferences of the artists and sponsors; either way is fine. Often, if it is a clear-cut project with an obvious clear time-line, a simple project fee amount is best. However, when a project is complicated and has many unknown factors, an artist may feel more comfortable working with an hourly rate within a framework of an estimated timetable for the various steps of completion.

How do I determine which payment is better?

It's important to remember that students in the visual arts are acquiring professional skills that enable them to design and produce creatively. These skills have value. It's also important to realize that students have to pay rent, buy art supplies, and complete assignments for school. Hiring a student for a creative project is similar to hiring a freelance worker.

With that in mind, consider what a fair wage for the project would be based on the cost of materials and amount of time the project will take to complete. Also, be sure to factor in the creation and design work that occurs before any final-phase production takes place. Consider the value of skills needed to accomplish the task you are requesting, and treat the artist as you would any other professional you hire to do a task for you.

Creative endeavors do require professional skills or else "anyone" could do them. Please do not expect students to work for free just because you are offering a creative "outlet for them.

How much does it cost to design a mural and then paint it?

There are many variables that will directly affect the actual cost of the project. The main variable is the size, complexity, type of materials used and location of the project. The artist's time designing the work should also always be factored into the equation.

How long does it usually take to design a mural and then paint it?

Again, there are many variables that will directly affect the actual cost of the project such as the size, complexity, type of materials used and location of the project. Large projects often take longer than one might think and may require having two or more people working on certain parts of the project.

How much does it cost to design a web site?

There are many variables that will directly affect the actual cost of the project such as the scope and complexity of the site. The more complex the site, the more concept generation will be needed before any actual site building can be done. This often takes up more time than the client might expect.

We recommend that the sponsor and artist agree on and sign a contract with the time and payment requirements clearly laid out. In addition, special attention should be paid to what happens if the project takes longer than expected or ends up being changed or expanded as it is being developed.

Students and faculty have designed web sites for \$0 to \$2000. Note that the \$0 jobs were for non-profit organizations or the student's parents.

Am I expected to supply the materials for the project or is that part of what the artist brings to the project?

This depends. Either can work, but keep in mind that art supplies are not cheap. If the sponsor does not provide appropriate and sufficient supplies to the artist, the cost of supplies will need to be factored into the final cost of the project. It is recommended that a clear contract stating such be presented before any project is started.

How do I know if a student is qualified to take on my project?

The clearer your project description is, the easier it will be for students to self-select themselves in or out before contacting an opportunity sponsor. We recommend that the person sponsoring the opportunity ask the student for examples of work similar to what is being requested.

Also, the sponsor should ask the candidate why they think they can do this job and then how they plan on doing it. In addition, the sponsor should ask the student a series of follow-up questions regarding the various needs of the project. Requesting initial designs or mock-ups are also suggested but remember this is time that the student is already investing in the project and should be compensated.

Are there examples of murals or sites that students have completed that I can view?

The Department of Art does not yet have a site for this, but most of our students have web sites where they post works they have created. The sponsor should ask for this information and if the student does not have a site, an actual sample of work should be requested.

How many requests for murals, design jobs and other creative works are received each year?

On average, over 100 and growing. We are now keeping a centralized log of this information to keep track of and disseminate this information.

Who decides if my opportunity or internship is posted?

The Chair of the Department of Art looks over the various submissions to make sure all the necessary information is provided and that the opportunities are appropriate for our students.

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B: How can I possibly showcase student or faculty artwork?

If you are looking to get artworks into your location, we suggest that you consider either purchasing or commissioning work from either faculty or students. If you work in a business or office, you could consider budgeting some money or

creating some sort of art acquisition fund.

PLEASE NOTE THAT since FSU faculty and student works are widely admired and coveted, they are frequently asked to have their work exhibited in various venues. While this admiration is appreciated by the artists, exhibiting work comes at a significant cost to the artists in both the form of cost and time of making, framing, transporting & installing the art, but also in the form of taking finished works of art out of the circulation pool for potential use elsewhere. This is problematic for artists because they are trying to build significant show records by showing in juried, museum and commercial shows that often represent critical exposure and professional connections as well as possible sales of works.

Requesting to have faculty or student art works to hang in a private office that offers no potential for either sales or exposure would be asking for an act of charity. There needs to be some sort of benefit to the artist when asked to show work. Even if the benefit is not in the form of a sale, there must be some compensation for both the work and all the time and cost the artist has put into making that work.

Where can I purchase student and/or faculty art?

There are many local venues where one can see and purchase art created by FSU students and faculty.

- Rail Road Square Art Park – the place that shows the most student work on a regular basis. FSU students have exhibitions most First Fridays in Rail Road Square. BFA students show at the Phyllis Strauss Gallery (in the BFA warehouse) and MFA students show at The Working Method Gallery, both in Rail Road Square Art Park.
- Annual Sale of BFA & MFA Graduating Artists' Works is in April - an excellent event to buy and the proceeds from this event support student scholarships for art majors.
- 621 Gallery spaces - Students and faculty occasionally show at the (in Rail Road Square)
- FSU Museum of Fine Arts – Annual faculty exhibition.
- FSU Turnbull Conference Center gallery spaces. Open to the public during normal working hours most weekends. You can see the faculty work on exhibit at the Turnbull at the following site:
conference.fsu.edu/conference/art/index.cfm
- Some faculty, student and alumni works are showcased at the Westcott Gallery in the President & Provost's Suites, 211 & 212 & 314 Westcott Building.
- You can also visit faculty web-sites by going to art.fsu.edu/People/Faculty
- You can see graduate student work at the League of Graduate Artist site:
lga.art.fsu.edu/?page_id=28
- Other regional gallery venues

How can I learn about current and upcoming student and faculty shows and events?

Please look at the Department of Art “News” section of our webpage for current show listings. It has an excellent, up to date listing of various events related to the entire Department of Art. You can visit that site at: news.art.fsu.edu

Can I contact students or faculty directly about commissions or purchases?

Students who respond to your posted opportunity should give you their contact information.

If you are just searching various websites and run across a student or faculty member whose work you admire and want to contact them, there is no reason why you cannot contact them directly through that web-site. You are not required to use the “Submit an Opportunity” page to contact artists.

If you still have any questions, please contact the Carolyn Henne, the Chair of the Department of Art at chenne@fsu.edu