



**Call to Artists**  
**City of Norfolk, Virginia**  
***School Administration Building Mural***  
**APPLICATIONS DUE: November 26, 2023**

**The City of Norfolk** seeks to hire a local artist to create a welcoming, engaging interior mural for the School Administration Building located at 800 City Hall Avenue. This section of the building is home to the City of Norfolk's Departments of Information Technology and Human Resources. Their cinder block entrance hallway is clean, bare, and lacks luster. A Selection Committee would like to see a ribbon of graphics that ends with an exciting, and friendly mural along both walls that visually leads visitors through the space. There is a total of about 68'L X 5'H of wall space above permanently installed benches along each side.

The selected artist will invite city employees to work alongside them for one afternoon during the scheduled painting time. The artist's design should accommodate this type of volunteer assistance.

**PROJECT FUNDS:** There is a total of \$2,500 to complete the project to include materials and all expenses. The fee also covers oversight of employee painting engagement. City employees are not eligible to apply. The selected applicant must purchase a Commercial General Liability Insurance Policy naming the City of Norfolk as an additional insured.

**CALENDAR:**

Application deadline: November 26, 2023

Selection announced: December 2023

Artwork completed with employee assistance during the winter of 2023

**APPLY TO:** Submissions must be sent to [publicart@norfolk.gov](mailto:publicart@norfolk.gov) by 11:59 PM EST, November 26, 2023. Please put School Administration Building in the subject line.

**Submit:**

- 1) **4 - 7 JPEG images** of your past work.
- 2) **A JPEG image of a draft proposal.**
- 3) **Annotated Image Key** that includes your name, artwork title, size, and medium.
- 4) **Letter of Interest**, not to exceed one (1) page, outlining your interest in this project and how you will approach the artwork design and creation.
- 5) **Project Timeline**

**Note that the Letter of Interest and Image List must be sent by email as PDFs. Images must be sent by email as JPEGs. Documents sent via Dropbox or Google Docs will not be accepted.**