

# Letter of Agreement

Masons Screen -Circuit Artist Moving Image Aotearoa

Absolutely Positively  
Wellington City Council  
Me Heke Ki Pōneke

22 November 2022

Mark Williams, Director  
CIRCUIT Artist Moving Image Aotearoa  
P.O.Box 7526  
Newtown 6021 Wellington

## Letter of agreement: Public Art Fund Grant to CIRCUIT Artist Moving Image Aotearoa to provide video content for Mason's Screen

Tēnā koe Mark,

We are pleased to advise you that Mason's Screen has been selected for funding by the Wellington City Council's City Arts team based on recommendations from the Council's Public Art Panel.

This letter acts as an agreement between you, as the curator, and the Wellington City Council in relation to the funds that we have granted to you towards the Mason's Screen project.

The Council's City Arts team agree to grant you a total of \$10,900.00 (plus GST if applicable) from the Public Art Fund (PAF) each year for three consecutive financial years as follows: 2022/23 for the January 2023 – January 2024 programme; 2023/24 for the January 2024 – January 2025 programme and 2024/25 for the January 2025 – January 2026 programme. The Senior Arts Advisor will contact you regarding invoicing Council for each grant annually.

### Background

Mason's Screen is a partnership between Wellington City Council (City Arts/Public Art Panel) and CIRCUIT Artist Moving Image Aotearoa to provide content for a public screen showing moving image work by artists in Mason's Lane. The annual programme will consist of 5 existing works programmed through CIRCUIT's extensive online collection, 3 new works commissioned through a joint call for proposals and 1 commissioned work for Matariki each year.

### Key aims

- Revitalise Masons Lane by presenting contemporary art in public space
- Deliver on the Council's Public Art Policy and Aho Tini strategy, including by responding to the Aho Tini focus areas: Aho Tangata, Aho Hononga, Aho Whenua and Aho Mahi through the project and selected artworks
- Provide opportunities for Wellington artists and emerging artists to show their work in public space
- Provide opportunities for Wellington audiences to see contemporary moving image work by artists
- Provide a public space to show work by relevant international artists e.g. Te Whare Hēra residency; artists exhibiting in Wellington; artists from Wellington's sister cities

### Process

City Arts and CIRCUIT will work in partnership with input from the Public Art Panel as required. As curator, your role is to manage the content for Mason's Screen. We ask that you do, however, inform Senior Arts Advisor, Eve Armstrong of the project's development and also finalise the videos to be shown with her.

**CIRCUIT's role**

- Reviewing received proposals from the 3 call outs and recommending works to City Arts/PAP
- Commissioning a Matariki curator and overseeing the artwork selection
- Programming 5 existing works using 500 videos in online collection at [www.circuit.org.nz](http://www.circuit.org.nz) and general industry knowledge
- Commissioning associated writing
- Liaising with artists to request/edit associated texts (synopsis, artist bios) plus video
- Maintaining a sub-page on [circuit.org.nz](http://circuit.org.nz) with list of previous works, upcoming works, general information about the project, downloadable application form, associated texts for individual works and video
- Compiling video onto appropriate digital file specs and output to auto-play, auto-loop and uploading video via online platform or on-site media player
- Installing artwork labels\*
- Posting social media notices for new work etc
- Researching and curating international work from sister cities as relevant. This also include visiting artists e.g. Te Whare Hēra, other artists in town
- Report back to City Arts and the Public Art Panel including through regular communication with the Senior Arts Advisor and through a written report for years 22/23 and 23/24 and a presentation to the Public Art Panel in 24/25.

*\*If the artwork installation becomes wireless in the future, WCC will install the label.*

**City Arts' role:**

- Working with CIRCUIT to develop a call for proposals
- Working with CIRCUIT to finalise videos to be shown
- Reviewing received proposals from the 3 call outs
- Updating the Public Art Panel and the Council throughout the project
- Liaising with relevant Council staff regarding any maintenance required
- Promoting the project through City Arts and Council networks including City Arts Pānui, website, social media
- Producing artwork labels

**Public Art Panels' role**

- Provide feedback on the project as required
- Review project reports and make recommendations on future funding

**Budget - Annual Grant**

Description	Price	Quantity	Cost
Artist fee (historical works)	300	5	1500
Artist fee (new commission)	750	3	2150
Matariki commission	750	One off annual	750
CIRCUIT administration	5000	One off annual	5000
New commission writer	750	One off annual	750
Matariki curator	750	One off	750
<b>TOTAL Annual Budget</b>			<b>\$10,900</b>

### Public Art Fund Grant

If any issues arise that mean your proposed project cannot happen, the grant will need to be refunded. Should this occur, a fee to cover your work-to-date will be negotiated and paid to you. The contribution from Wellington City Council's Public Art Fund can only be used for the purpose of your project as outlined above, and not for an alternative project. Given that this funding is a grant, if the costs of the project exceed the current budget there should be no expectation that the Public Art Fund will meet these costs. There is a 12-month limit on the use of this grant; if the grant has not been used for the intended purpose within this time, the grant will need to be refunded.

### Promotion

CIRCUIT and City Arts will work together to promote the Mason's Screen project. In acknowledgment of support from the Public Art Fund all publicity material must exhibit the Council's PAF logo. The Senior Arts Advisor must review this material prior to print to ensure correct use of the logo. City Arts will also acknowledge CIRCUIT in all publicity material.

### Reporting and Evaluation

CIRCUIT will submit a written report in years one and two of this three-year agreement (Financial years 22/23, 23/24) and present to the Public Art Panel in 24/25. Following this the agreement may be extended for a further duration.

Please sign this letter to record your agreement of the above conditions, keep one copy of this letter and return the original to City Arts. If you have any questions about these conditions, please do not hesitate to contact me.

Ngā mihi,

s7(2)(a)

Andy Lowe, Manager City Arts, Ngā Mahi Toi O Pōneke Wellington City Council

Signature

s7(2)(a)

Curator: Mark Williams

Date:

14/12/22

Public Affairs  
It was a very busy day for the public affairs department. The staff was working on several projects and had a lot of meetings. The day was filled with activity and the team was very productive.

There were many interesting discussions and the team was able to make significant progress on several of the projects. The day was a success and the team was very satisfied with the results.

The team was able to complete all of the tasks that were assigned to them and the day was a very successful one. The team was very hardworking and the results were very good.

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