

MIWSFPA VISUAL ART GALLERY SUBMISSION GUIDELINES

MANDATE:

The Visual Art Gallery (VISA Gallery) is a non-professional gallery within the Marilyn I Walker School of Fine and Performing Arts. Its priority is to serve as a teaching exhibition space and to support course work and creative work by Visual Art undergraduate students. With the approval of the Gallery Committee, the gallery may also be used for faculty-initiated exhibitions, student initiated or curated exhibitions, alumni exhibitions, permanent collection exhibitions, curatorial proposals initiated by independent curators (these may include students), exchanges with other educational institutions, and special campus events.

GENERAL STATEMENTS

- The exhibition period is from September to June, inclusive. Up to eleven monthly exhibitions are planned, with fewer/longer exhibition periods based on proposals.
- Submission of exhibition proposals for the VISA Gallery are made through the Chair of the VISA Gallery Committee (see VISA Gallery website for contact information).
- Proposals are due May 1st every year.
- The VISA Gallery has NO funds available for exhibition costs or artist fees.
- The VISA Gallery is monitored by students.
- A professional preparator is engaged to oversee installation.

HOURS OF OPERATION: in general terms the VISA Gallery is open during the academic year to the public at the following times:

September to April: 1 to 5 pm, Tuesday to Saturday, and for scheduled opening events

May to June: 1 to 5pm, Thursday to Saturday, and for scheduled opening events.

- **July & August:** Closed **NOTE:** The VISA Gallery is closed for every University holiday, for statutory holidays, and Fall and Spring reading weeks
Please see the General Exhibition Schedule for the upcoming year on the VISA Gallery website.

CONTACTING THE GALLERY COMMITTEE

Please address all correspondence to visagallery@brocku.ca

- **EXHIBITORS:** faculty-initiated exhibitions, student-initiated or curated exhibitions, alumni exhibitions, permanent collection exhibitions, curatorial proposals initiated by independent curators (these may include students), exchanges with other educational institutions. Faculty who intend to exhibit works from a future studio class should propose on behalf of the class, and provide a thesis for the exhibition. It is understood that there will be no images of the works in the proposal. The faculty will curate the exhibition by deciding

which works will be included and oversee the submission process once those works have been determined.

Students who make a proposal are required to include the name of a faculty advisor who is familiar with their idea and their work. This advisor will guide them through the process of the exhibition planning and implementation. Student-led exhibitions require a faculty member who has agreed to oversee the exhibition/installation/de-installation.

2. SUBMISSION PROCESS:

- 1 Create a Drop Box Account:www.dropbox.com/register
- 2 Compile all documents into folder.
- 3 Upload the folder with your Last Name
- 4 Invite visagallery@brocku.ca to **Share your Folder** (Drop Box provides instructions)

3. PROPOSAL REQUIREMENTS:

All proposals should include the following information:

3.1 A physical description (maximum 300 words) provide an outline for the proposed exhibition, the number of works, the planned layout in VISA Gallery (see gallery floor plan also on the VISA Gallery website), equipment provided and any unusual installation requirements.

3.2 Artist statement: provide personal research and investigations that inform the work.

Maximum 500 words, minimum 150. **OR**

3.3 Curatorial Statement: provide the conceptual underpinning of the exhibition, research support material and a bibliography of references.

3.4 Curriculum vitae, resumé or biography: of the solo artist, or of all artists if this is a group exhibition, and/or curator

3.5 Visual documentation: provide 10-15 images of the artworks with name and title. It is acceptable to provide images of the work(s) in progress. Links to video on Vimeo or YouTube also accepted, please substitute 1 minute of video for 4 images (IE. MAXIMUM 4 minutes of video & no images). Clearly label how each clip relates to or illustrates proposal.

3.6 Image List: provide a list of images in the proposal detailing 1) medium, 2) size, and 3) year

3.7 List of Works: Provide a list of all works that are proposed for the exhibition. List 1) medium, 2) size, and 3) year of each work.

3.8 Proposed exhibition dates. Include your preferred dates and dates that are not possible, in case we suggest an alternate exhibition date.

3.9 Additional information as necessary

ACCEPTABLE FILE FORMATS and LABELLING

All text documents in either .pdf or .doc formats, please: Image files should be in jpeg format: 72 dpi, maximum 1024 x 768 pixels, Maximum 500 KB (0.5MB). Files should be labelled as follows: LASTNAME_01.jpg, 02_title.jpg, etc. Links to video on Vimeo or YouTube only. (No video files are accepted).

Applicants will be notified of the success of their application within 2 months. The final schedule will be determined within these 2 months by the Gallery Committee.

EXHIBITION SCHEDULE:

Opening Events: Arrangements are made by Gallery Committee and the exhibitor: artist(s), student(s), faculty member or curator. **Exhibition striking and gallery clean-up:** Exhibitors are required to patch the walls, paint where needed, and clean the gallery completely after use by timelines provided in advance. Tools and materials are provided.

NOTE: Both the Gallery Committee and Exhibitors should endeavour to avoid scheduling an opening event on the same day as other significant school arts events, holidays or during the final exam periods. Please see "Important Dates" in the Brock University Undergraduate Schedule.

INSURANCE: Brock University will insure all works. Policy covers the works in gallery. A detailed list of works with values, is required one month in advance of shipping or drop off to the gallery.

SHIPPING/CRATES: in order to drop off or deliver a crate to the Visa Gallery crates (and the skid they are on) must be no larger than 42" wide.

Maximum crate width of 34.5", maximum height is 34.5".

See the following information on the VISA Gallery website: VISA Gallery Policy General Exhibition Schedule Artist / curator exhibition timeline