

## **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 July, inclusive. Up to eleven monthly exhibitions are planned, with fewer/longer exhibition periods based on proposals.
- 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 Gallery Coordinator will assist with gallery.
- 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 Saturdays, and for scheduled opening events

**May to July:** 1 to 5 pm, Thursday to Saturday, and for scheduled opening events

**August:** Open for special projects to be determined annually

**NOTE:** The VISA Gallery is closed every University holiday, for statutory holidays, and Fall and Spring reading weeks

### **CONTACTING THE GALLERY COMMITTEE**

Please address all correspondence to [visagallery@brocku.ca](mailto: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.

## 2. PROPOSAL REQUIREMENTS:

All proposals should be sent to [visagallery@brocku.ca](mailto:visagallery@brocku.ca) with the subject heading GALLERY SUBMISSION and include the following information:

**3.1 Visual support material:** Submit 10 digital images or time-based media works, or a combination thereof (max 10 items). All visual support material should be an accurate record of the artwork and should be well presented (i.e., properly photographed, colour corrected, cropped).

All visual support material files should be labelled as follows: Last name\_First name\_zero leading file number (e.g. Smith\_Sally\_01.jpg, Smith\_Sally\_02.mp4, etc.,)

**Images:** Images must be submitted as jpg files. Images should not be larger than 1024 pixels on the longest side and files should not be larger than 1 MB. You may include up to two detail images of your work, if needed, within the 10-file maximum.

**Time-based media:** Time-based media should be edited to 1-minute samples and submitted as an AVI, MOV (QuickTime Video), MPEG, MP4, WMV (Windows Media Video), MP3 or WAV. Submissions must be PC and Mac compatible. Alternatively, you are welcome to provide a YouTube or Vimeo link. \*See further instructions in the list of visual support materials below. Please test all media submissions and links to ensure they are operable before sending.

**List of visual support material:** Include title, medium, size, date, duration, as applicable, for all 10 items submitted. The list of visual support material should be numbered to correspond with the jpg/media files submitted (i.e., 01 - 10). If including links to YouTube or Vimeo for media submissions, please include the links directly in your list and specify which 1 minute of the piece to watch (e.g., 3m 02s – 4m 02s.) Please title this document Visual Support Material List and include your name at the top. Send as a PDF or Word Doc file labelled: Last name\_First name\_List (e.g., Smith\_Sally\_List.doc)

**3.2 Statement.** A written artist statement or proposal. One page maximum - word doc files only. Please include this in the email as an word.doc attachment.

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

**3.4 Additional information as necessary**

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:** To be determined annually.

**Exhibition striking and gallery clean-up:** Exhibitors are required to patch the walls, paint where needed, and clean the gallery completely. Tools and materials are provided. Finalized work must be signed off on by the professional preparator hired by the gallery.

**INSURANCE:** Brock University will insure all works. Policy covers the works in gallery and the return shipping of the pieces provided they are packaged appropriately during transit. A detailed list of works with values, is required two weeks in advance of shipping or drop off to the gallery.

**SHIPPING/CRATES:** 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