



## Dorchester Center for the Arts GALLERY GUIDELINES

To have artwork considered for display, please read the following information carefully. You will need to submit photos of your art and an artist's statement along with the other requested information.

The Center reserves the right to determine the final exhibition schedule.

Artists will need to submit approximately 24 pieces of artwork (this can vary greatly depending on size) for individual shows. Submissions for a group show will be determined according to that specific show. The Center reserves the right to eliminate pieces to allow for the maximum number of exhibitors in the space available for a group show.

All media are accepted, within the display capacities of the galleries. Contact Janette Jones, Visual Arts Coordinator, at 410.228.7782 to discuss any concerns you have regarding the eligibility of your art for inclusion in a show. The Center reserves the right to decline art that cannot be conveniently displayed. All two-dimensional art must be mounted/matted, framed, under glass or plexiglass (where appropriate), and properly wired, ready to hang. Three-dimensional artwork must be prepared for standing or resting safely in its intended position.

The Dorchester Center for the Arts' Gallery Committee is responsible for the professional presentation of quality art shows in the Center's galleries. The Gallery Committee consists of Center members and staff. Committee members are carefully chosen from diverse backgrounds to assure differing points of view on art pieces. The committee's job is to choose artwork suitable for all ages as well as a variety of cultural and ethnic backgrounds.

The major criteria used in the selection process are as follows:

- The work should be recognizable as a work of art by the Center's average customer.
- The work should be engaging and of interest to the Center's average customer.
- Artwork that celebrates life and living is given priority over work that may be more abstract, controversial or challenging.
- All artwork exhibits must be consistent with the Education and Community Service missions of the Center.
- All exhibits portraying overt sexual, pornographic or violent connotations will be rejected.

Exhibitions seeking exception to any of the above-listed criteria must be approved on a case-by-case basis.

The Center will exercise professional care in handling all artwork but cannot assume liability for loss or damage, however caused, while works are in our possession or in transit.

All proposals will be reviewed and successful proposals chosen by the Gallery Committee.

## PROPOSAL CRITERIA

- A clearly articulated artist's statement of a central idea for the exhibition
- Aesthetic resonance between work in a single medium or significant dialogue presented across multiple mediums
- Professional presentation
- Suitability for venue

## PROPOSAL INSTRUCTIONS

Submit your proposal to the attention of Janette Jones at Dorchester Center for the Arts, 321 High Street, Cambridge, MD 21613. If possible, please submit proposals electronically to Janette Jones at [jjones@dorchesterarts.org](mailto:jjones@dorchesterarts.org) in digital form as Word or PDF documents and include low resolution jpegs (72 dpi). The files may be emailed or submitted on disk.

The proposal should include:

- Your name and contact information including email and phone number. In the case of group exhibits, there should be one person designated to submit the proposal and act as contact person for the Center.
- Artist's resume (for individual artist) or information about your group. Please include where you have exhibited in the past and where you studied. We welcome amateur as well as professional artists, and encourage "up and coming" artists to apply.
- Photographs or digital images of representative pieces labeled with your name and the title and dimensions of the piece.
- Technical requirements for exhibition (e.g., internet connection, DVD player, etc.)
- A written proposal detailing the proposed theme and contents of the exhibition.

Consider the following:

The title of the exhibition

Who will be exhibiting

Why this work is being brought together for exhibition

The artistic, social and/or cultural implications of the exhibition

How this exhibition fits with the mission of the Center and the community

What types of media will be represented

Other events in conjunction with the exhibition (artist's demonstration, silent auction, gallery talk, lecture, etc.)

Once a proposal has been accepted by the Gallery Committee no changes may be made to the content, theme or title of the exhibition without the permission of the committee.

Each exhibitor is expected to understand and follow gallery policies and procedures as stated in the Artist's Contract, which will be provided once the proposal has been approved. You are not required to sell your work. If you do choose to sell your work, the Center's commission is 35% of the selling price.

The Center's promotion for your gallery show includes designing, printing and mailing postcards, multiple mentions in Spectrum (a weekly column in the Daily Banner), and news releases in Attractions, the Daily Banner, the Star Democrat and the Dorchester Star. It will also be listed on our website, [www.dorchesterarts.org](http://www.dorchesterarts.org). Please note: while we make every effort to publish and promote your event, we are subject to the editorial decisions of each individual publication. The Center hosts an Opening Reception on "Second Saturday" for that month's gallery show, and provides light refreshments and live entertainment for the artists and attendees.