



Call for Proposals

Vancouver Civic Theatres Visual Arts Gallery Program 2018-2019

Issued by: Vancouver Civic Theatres, City of Vancouver

Issue Date: July 26, 2017

Timeline:

Date	Event
July 26, 2017	Call for artists announced
August 28, 2017, 4:00pm	Information session and gallery orientation
September 29, 2017, 5:00pm	Application deadline
October 2 - 13, 2017	Shortlist selection of 3-4 artist(s)/designer(s)
October 16, 2017	Shortlisted artists selected; additional materials shall be requested from artists as needed. Interviews may be conducted during this time.
October 26, 2017	Successful artists notified



Description

Vancouver Civic Theatres (VCT) invites local visual artists to apply for our visual arts gallery program. The program provides artists with the opportunity to display work throughout Queen Elizabeth Theatre and/or the Annex at no charge.

These unique exhibition venues will be available to one artist or collective per venue on a quarterly basis. The exhibition will be available for viewing during show times for ticket holders, which can exceed over 20,000 patrons in any given week. There will also be opportunities for community engagement activities such as artist talks pending venue availability.

The intake period for this program will be once per two year rotation, and VCT will select a total of 8 artists or collectives to display at the venues during this two year period. Artists and collectives may submit only one application per intake period.

We welcome emerging, mid-career and/or established Vancouver-based visual artists to apply.

Objectives

The VCT visual arts gallery program provides gallery/exhibition space free of charge to local visual artists. This program seeks to inspire participation and relationship building, where art becomes a catalyst for individual and community engagement.

The program encourages artists and collectives to showcase their talent by providing a stable exhibition site. The program is intended to serve as an opportunity for both the artist(s) and community visitors to experience and share in the work of emerging and/or experienced artists.

Roles & Responsibilities

This program is a partnership between VCT and the Artist/Collective with responsibilities as follows:

VCT shall:

- Provide gallery/exhibition space
- Provide professional and secure rail hanging system in exhibition spaces.
- Provide promotion of the artist(s), their work and the program through our various marketing and communication channels.
- Share joint copyright of the project documentation with the artist(s).
- Provide administrative assistance with scheduling load in and load out.
- Provide vinyl exhibition title
- Maintain rail hanging system and lighting as needed



Artist/Collective shall:

- Be Vancouver-based
- Provide original 2D ready to hang artwork
 - Note: a limited amount of 3D work will be considered for Queen Elizabeth Theatre as space is available
- Provide installation and take down
- Install individual artwork didactics (optional)
- Maintain artwork as needed
- Complete any administrative duties pertaining to public inquires
- Ensure that the content of all images is family-friendly in consideration with this public space venue
- Adhere to timelines as required

Application requirements

Please submit the following:

- Current CV
 - Maximum 1 page per artist
 - Maximum 2 pages per collective
- Title page: Artist's full name, email address, mailing address including postal code, telephone/cell phone, venue and date preference (in any)
- Two professional reference letters that can speak to your artistic practice and support your capacity to fulfill the requirements and objectives of the program
- Artist statement
- Support documentation (see description below)

Support Documentation specifications

You must include the following with your application:

- Images of the actual work to be shown
- Images must be in jpeg format at 300 dpi or less.
- Please ensure file images do not exceed 2MB each
- Submit at least 5 images, but no more than 10
- Provide a documentation list that corresponds with the file names
- Label images with the following format:
 - A number indicating viewing order, followed by the artist's last name.
 - Please start the number of the first nine images with a zero.
For example: 01_Smith.jpg
- Mac users must include ".jpg" at the end of each image file.



How to apply

Submit by e-mail to vctinfo@vancouver.ca

Subject line "ANNEX and/or QET Gallery Proposal - *Your Name*"

Please zip all documents in one folder

OR

In person at 650 Cambie Street Vancouver BC (Queen Elizabeth Stage Door)

Attn: Marketing Department

Drop off between 9am-7pm Monday-Friday

Do Not...

- Submit original artwork, framed reproductions, slides, VHS other mediums not listed in the call
- Exceed the specified limit of images, files or pages - additional material will not be forwarded to the jury
- Exceed 20 MB in the total size of all attachments. Attachments larger than 20MB will be rejected by the City of Vancouver's email system.
- Do not use hyperlinks to Internet sites for your images
- Do not include plug-ins, extensions or other executables that need to be downloaded or installed
- Do not embed images in documents
- E.g. do not embed images into MS Word documents or in the body of an email

Assessment

Successful candidates will be selected by a jurying process during the dates indicated in the timeline. The jury shall be comprised of:

- Artists
- VCT staff
- Community members

Assessment will be based on the following:

- Project vision and alignment with VCT goals and mandates including, but not limited to:
 - Community engagement
 - Equal opportunities for artists
 - Sustainability
 - Access to space for artists and collectives
 - Others as applicable



- Artistic merit based on previous work (as indicated in CV, submitted support materials etc.)
- Agreed understanding of requirements and adherence to timelines as described in the above documentation
- Suitability of artist material and content in the proposed venue

Final selections may be based on interviews with short-listed artists.



Attachments Checklist

- CV
- Title Page
- References
- Artist Statement
- Images
- Documentation List
- Self-addressed envelope (optional)
- Attend information session on August 14 between 4pm- 6pm (optional)

If you require further information please contact vctinfo@vancouver.ca.

Thank you for your application, only those applicants who are short listed will be contacted.