

## DIVA Call for Exhibit Proposals – General Information

DIVA invites artists in four categories to submit Proposals for Exhibits to take place between the months of January through June 2010.

The four categories being considered are:

- Individual Artists
- Groups or Guilds
- Media Artists
- Organizations who wish to collaborate with DIVA

DIVA is seeking to exhibit work in any visual medium as well as alternate media and new media.

Individuals living in Oregon, or proposals that are significant to Oregon, are eligible to apply. This may include traveling exhibits that are understood to culturally enrich and/or inform the local community. DIVA welcomes a variety of proposals including installation, multi-media, time-based, performance, or other creative potential uses of our six individual gallery spaces.

Submission proposals must be received in hardcopy, accompanied by digital copies and appropriately formatted digital artwork samples on CD-R

Submissions must be received no later than 5pm July 31 2009. *\*Submissions that arrive after the published deadline for any reason will not be considered. Submissions that fail to meet the procedures and specifications outlined here will also not be considered.*

Sample images are required: samples of past work or proposed work (in-progress) aid us in visualizing your concept. Submit your digitally formatted samples on CD-R and include digital copies of your proposal narrative.

Our facility consists of six gallery spaces and adjoining hallways. Proposals will be placed before a jury of Oregon artists who will finalize the exhibit schedule for January 2010 through June 2010. There will be another opportunity to submit proposals for the months of July – December in March 2010.

Accepted proposals will be notified by email after September 15<sup>th</sup> 2009.

Once accepted, changes or amendments to artists' proposals must be submitted in writing and approved by DIVA Exhibits Director prior to installation. Significant changes and/or substitutions that are deemed unacceptable by DIVA, or fail to meet DIVA's standards of quality will abrogate the exhibit agreement.

DIVA does not archive unaccepted proposals and materials. DIVA will not accept proposals accompanied by original artwork. DIVA is not responsible for any work submitted beyond accepted formats listed in these guidelines.

For questions specific to our open call for proposals, please contact DIVA Exhibits Director by phone or email (with the subject heading "Question about 2010 Artist Proposal")

## Proposal Guidelines

- 1: Read the guidelines thoroughly and carefully.
- 2: Answer the supplemental questions in essay format
3. Submit the appropriate number of still images as samples formatted to the specifications outlined below on CD-R.
- 4: Submit your proposal in 1) hardcopy and 2) digital version along with digitally formatted artwork samples on CD-R. *Please do not submit original artwork or digital prints of artwork. Work submitted in any format other than what is specified here will not be considered.*
- 5: Fill out the **Submission Cover Sheet** and include it with your submission.

Submit your proposal in narrative form, answering each of the five (5) questions listed, and answer any supplemental questions that may pertain to the category you are submitting to.

### **Be sure to include each of the following details in your answers:**

- Project name/title
- Project description
- Artist's Statement
- Project medium/discipline (painting, photography, performance, durational, etc.)
- An estimate of the number of works you would hang
- Materials used to produce your work
- Method used to prepare work for exhibit (i.e. print process, framing, etc.)
- For photographers, who will create the finished photographic prints
- Dimensions of your work (on average)
- Your expectations of DIVA in terms of offering support for installing/taking down, or for the duration of your show
- If proposing an exhibit of new work/s, describe how your past work reflects, supports, or relates to your proposed exhibit at DIVA

### **For Groups and Guilds Only**

- Groups and Guilds must submit eight (8) digitally formatted images on CD-R.
- Submit only one CD-R and designate one person as the primary contact. However, do include a list of all artists participating in your project within the body of your proposal.
- When artists submit as a group, the proposed exhibit is reviewed as such – you must answer the questions as a collective. \*Artists will not be chosen individually from the group proposal.

#### **Curators**

- Please submit examples of exhibits you have curated.
- You must answer all of the questions and explain how you will solicit and select work for your exhibit.

### **For Media Artists Only**

- You must submit eight (8) still images of your work with your proposal and up to ten (10) minutes of supplemental video on DVD to DIVA.

### **For Organizations Only**

- Complete one application form on behalf of the organization and designate one person as the primary contact. Please give a clear idea of the names of artists who might participate or be represented by your organization in the body of your proposal narrative.
- Organizations must answer all above questions and include a statement about the organization; focus on the organization's mission, objectives, and goals.
- If your organization is proposing a curated exhibit, please explain how you will solicit and select work for your exhibit.
- Submit your organization's proposal and digital images together and compile all sample images under the name of the organization.

*\* Any artist submitting in a group may also submit a separate proposal as an individual artist.*

## Art Work Sample - Digital Image Formatting

It is essential that the digital images of your artwork are of the highest professional quality. The standards that apply to traditional slide documentation also apply to the digital slide format. Samples should be submitted in the following format, *without exception*:

- File format: baseline .jpg (not progressive)
- Dimensions: 1920 pixels high by 1920 pixels wide. Your art will naturally not be square – however, your image should fit into a square of these dimensions as follows:



- Resolution: 72 dpi (web resolution)
- Color: RGB
- Label your samples: ArtistsLastName\_\_FirstInitial\_Sample01.jpg

*Hint: format your image from a large file and downsample – making a large image from a small one will distort your art sample!*

Typically you will render your sample images in an image editing software like Photoshop. There are some free softwares you can download if you don't have or have access to a computer with Photoshop:

Freely distributed photo editing software

- For MAC users, try GIMP: <http://www.gimp.org/>
- For PC users, try Paint.Net: <http://www.getpaint.net/>

For Media Artists ONLY: Submit either a region free formatted DVD and indicate on your sample sheet Menu guides *or* as a digital file in .avi format. *Hint: Web formatted movies look pixilated when viewed on high resolution computer monitors and projectors – please format your film at a resolution that will be easily viewable on a medium-speed laptop.*

### IMPORTANT!

**Use the attached *Proposal Cover Sheet* to indicate details about your work samples.**

## Proposal Questions

Please answer the following questions in narrative (essay) form on a separate sheet or sheets:

### 1. Project or Exhibit Proposal:

- Clearly describe the concept and vision for your exhibit. Be sure to describe how you will utilize the space with as many details as possible including the number and (general) size of pieces you intend to show.

### 2. Methods & Materials:

- Describe the medium of your work, your unique approach to that and the way you intend the work to shown. Indicate how your work will be hung and/or placed in the gallery, space. Photographers: tell us if you intend to show silver gelatin, C prints, digital C prints, or prints by another process. Also indicate the frame type (canvas, or traditional mount and frame) and if you will create prints yourself or if you will outsource your printing.

### 3. Exclusivity:

- Indicate if you have, or will, show this or similar at other galleries in the region, and if so, list dates and locations. Include both past and future engagements.

### 4. Résumé & Work Goals:

- Describe your artistic influences, your goals and creative motivation. Reference highlights from your résumé and indicate how those have contributed and supported your creative goals and achievements.
- *For groups and guilds and organizations only:* Please include a statement about the focus of your group's collective artistic mission, objectives, or goals.

### 5. Additional Activities/Corresponding Events:

- Discuss programming options for your exhibit: can your proposal include any kind of classes, lectures, workshops or other audience-based outreach?

For Organizations Only:

### 6. Interest in Collaboration

- What draws your organization to collaborate with DIVA on this specific project?

## IMPORTANT!

Include a copy of your proposal narrative digitally in .doc, .txt, or .rtf format along with your work samples on your Work-Sample CD-R

Don't forget to label your CD-R clearly with your name!

## DIVA Proposal Cover Sheet

**Applying to Category** (*select only one*):

- Individual
- Duo, Group, Guild or Curator
- Media Artist
- Organization seeking collaboration

**Artists Name (or lead contact):**

**Contact email:**

**Contact phone:**

**Project medium/discipline:**

**Project name/title:**

**One Sentence Project description:**

### Work Sample Inventory

**NOTE:** *Individuals artists may submit 5 (five) samples*

*Groups/Guilds, Curators and Organizations may submit 8 (eight) work samples*

1. Title: \_\_\_\_\_

Medium: \_\_\_\_\_

Dimensions: \_\_\_\_\_H by \_\_\_\_\_W (by \_\_\_\_\_D)

Year: \_\_\_\_\_

2. Title: \_\_\_\_\_

Medium: \_\_\_\_\_

Dimensions: \_\_\_\_\_H by \_\_\_\_\_W (by \_\_\_\_\_D)

Year: \_\_\_\_\_

3. Title: \_\_\_\_\_

Medium: \_\_\_\_\_

Dimensions: \_\_\_\_\_H by \_\_\_\_\_W (by \_\_\_\_\_D)

Year: \_\_\_\_\_

4. Title: \_\_\_\_\_

Medium: \_\_\_\_\_

Dimensions: \_\_\_\_\_H by \_\_\_\_\_W (by \_\_\_\_\_D)

Year: \_\_\_\_\_

5. Title: \_\_\_\_\_

Medium: \_\_\_\_\_

Dimensions: \_\_\_\_\_H by \_\_\_\_\_W (by \_\_\_\_\_D)

Year: \_\_\_\_\_

6. Title: \_\_\_\_\_

Medium: \_\_\_\_\_

Dimensions: \_\_\_\_\_H by \_\_\_\_\_W (by \_\_\_\_\_D)

Year: \_\_\_\_\_

7. Title: \_\_\_\_\_

Medium: \_\_\_\_\_

Dimensions: \_\_\_\_\_H by \_\_\_\_\_W (by \_\_\_\_\_D)

Year: \_\_\_\_\_

8. Title: \_\_\_\_\_

Medium: \_\_\_\_\_

Dimensions: \_\_\_\_\_H by \_\_\_\_\_W (by \_\_\_\_\_D)

Year: \_\_\_\_\_