

ARC Gallery | Exhibition Application Artist Instructions

Online Exhibition Application Instructions

STEP 1: Upload your images

- Select 10 images you will submit. Images of accepted work may be used on ARC web site, social media, and promotional materials for publicity.
- Label each image with: Last name, Item # of the image, Title of work, Medium, size and date. Separate with a dash. Example: *daVinci-1-Mona Lisa-30x21x2"-1503*. Number the images consecutively.
- Images must be submitted in JPG /JPEG format
- If there is video work, include a still image of the video and the video clip of 2 minutes maximum
- Videos must be submitted in MP4 / MOV format
- Upload your images. They will go to a Dropbox file for review.
- Once you are finished uploading files to Dropbox, close your Dropbox browser window. Then return to ARC's website.

STEP 2: Fill out the application

- Click on “**Apply & Pay Fees**”
- **Complete your personal information and address** (be sure to enter your country or it won't go forward)
- Provide your proposal in the following sections
 - **Artist Statement.** Provide a recent artist's statement of no more than 125 words that is relevant to the work being submitted. (This is not a bio.)
 - **CV.** Copy and paste your professional CV demonstrating at least 4 years of serious pursuit of a career in art. No more 2 pages.
 - **Describe your work** and what you envision as your solo exhibition in 200 words.
 - **Exhibition Title.**
 - **Exhibition Statement.** Provide a formal description of your exhibition as you would describe the concept for promotional materials.
 - **Explain why you are seeking a solo exhibition** at ARC and what this opportunity will mean to you, in 200 words.
 - **References.** Please provide the name, position/title, and email address of two professional references who can speak to your artwork. These references will not be contacted unless you are selected for an interview.
 - **Confirm you uploaded your images** to Dropbox by tapping “I uploaded my images”
 - **Enter a label for your images.** Each should include: (a) item number; (b) title, (c) dimensions: height x width x depth, (d) mediums / materials, (e) date produced, and (f) price. Make sure you itemize your list to correlate to the #s on the images you submitted.
 - If you submitted video work, identify your artwork by listing: (a) item number; (b) title, (c) date produced. Make sure the item number in your image file name matches the item number you list in your description here.
 - If you submitted video work, you may also supply a link to a full length video
- Click “**Apply & Pay Fees**”

STEP 3: Pay Fees

- Click: “sign in”
- Click either: “Apple pay” or “credit card”
- Enter requested information
- Click “continue”
- Review information and click “Purchase”
- Your application will not go through until you have clicked purchase.
- If you have any payment issues, send an email message to the gallery: info@arcgallery.org. We will sort it out for you. (Also we can refund payments that have gone awry, so don't panic!).
- An email receipt will be sent by ARC Gallery after application and payment is completed
- Submissions will not be reviewed until payments are received

Frequently Asked Questions

GENERAL INFORMATION

What is this application for?

This is an opportunity to apply for a solo show at ARC gallery.

Where is ARC located?

Our physical gallery space is at 1463 West Chicago Ave, Chicago, IL in the heart of West Town arts district. The gallery space is on the ground floor.

How long will each exhibition be on view?

Exhibitions at ARC's gallery space are on view for roughly 4 weeks.

What kind of work samples should I submit?

You can submit images, video, sound, or any other media representative of your work.

How many work samples should I submit?

The application will let you submit up to 10 image files and up to 4 links to time-based work (video/audio). Please do not include files that contain collages, multiple images, or compilations of work. They will not be reviewed.

EXHIBITION PROPOSAL

What is the purpose of the exhibition proposal?

The proposal should be seen as a starting point to describe your practice, work, and ideas. Awardees should understand that their exhibition proposals may change as they begin planning, learn more about the space, and develop a dialogue with ARC members. The strongest proposals are those that are flexible and have room for growth. Additionally, the proposal should demonstrate that you can plan and execute an exhibition with a clear and cohesive concept, rather than presenting disparate works or a monographic/retrospective show. See below for advice on crafting a strong exhibition proposal.

How do I write a strong, compelling proposal?

Use accessible language, avoiding jargon and buzzwords. If you are referencing art historical or academic ideas, do so in a way that is brief and straightforward.

Clearly describe the **show concept** and plan when you fill out “what you envision as your exhibition.” This can include your exhibition goals and specific artworks. How will viewers experience the work? Consider the scale and layout of the gallery space. We recommend reviewing dimensions.

The **artist statement** is used to describe your practice more generally, and is loosely relevant to the work you are showing us.

The **exhibition statement** is a formal description like you would see in marketing materials.

Submit the highest-quality images or video of your work. Images and video should be bright, clear, and as detailed as possible.

Can I propose an exhibition of work that has been shown before?

You are welcome to include work that has already been exhibited in your proposal. However, an exhibition proposal that is a repeat of a show that has been presented elsewhere will not be considered. Work that has shown at ARC previously will also not be eligible.

Can I propose a site-specific piece?

Yes. If you are proposing work that will be completed on site, please include samples of past or completed work that provides context for your proposal. If applicable, include renderings, plans, or concept sketches of your proposed work.

What is an impact statement?

The impact statement, or why you want a solo exhibition with ARC, should address the potential impact of this opportunity on the artist. What would it mean to you to present a solo exhibition at ARC at this point in your career?

ELIGIBILITY

I've had a solo show in ARC recently, am I still eligible to apply?

It depends, no artwork that has ever been shown at ARC will be considered. If you have recently had a show with us, your proposal will only be considered if the artwork is a significant

derivation (like a change of medium) from the type of work shown before. Please contact us if you are unsure.

I will be graduating this year. Am I eligible?

Yes. In addition to those who are considered professional artists, this opportunity is open to students as well as artists without formal education in the arts. Any individual can apply for a solo show with the assurance we will be judging the quality of their application on its own strength.

How do I demonstrate that I have maintained a consistent studio practice outside of an academic setting?

In addition to looking at work samples, we look for activity such as exhibitions, residencies, curation, art talks and awards.

Can I submit an application for a curatorial, collaborative, or collective project?

No. Exhibition applications are for solo shows by an individual artist only.

THE SPACE

Can I propose painting the gallery walls?

No.

Are there any limitations on what can be presented in the gallery?

While ARC supports experimental and non-conventional work, there are limitations to ARC's logistical and physical capacity. Here are a few things that would unduly impact daily operations or go beyond the scope of our resources:

- The use of live animals, bugs, insects
- Inclusion of potentially harmful materials (fumes, gasses, particles, spores)
- Elements that require complicated upkeep and maintenance, which the artist will not be present to perform
- Excessively loud sound
- Work that requires extensive time for installation and deinstallation
- Major alterations to the existing architecture of the space
- Work which deviates significantly from the proposal without gallery approval

Will the exhibition make use of the entire gallery space?

No. ARC divides gallery space into 3 distinct sections using movable walls. The layout of the space is determined by the work selected for exhibition, but each solo space will have roughly the same dimensions.

How high are the ceilings in the gallery?

The ceiling in the entry space and the main gallery is 11 feet high, to our track lighting, and 1 foot above that to the ceiling. The track lighting system is approximately 10 feet from the floor. The ceiling height on the stage area is 7 feet high.

Each solo show space is about 310sq ft of space.

Can I hang work from the ceiling?

Yes, depending on weight and the level of complexity. The infrastructure can support hanging in specific locations, so hanging plans may need to be adjusted to accommodate. Feel free to include this kind of work in your proposal and we will discuss options with awardees.

SHIPPING, INSURANCE, AND SALES

Exhibition and Delivery Requirements

Work must arrive by the exhibition installation date and must be installed by the artist.

A label must be attached to the back/bottom of each work with name, title, medium and price.

Work must be presented in a manner appropriate to the artwork and be equipped for presentation.

Absolutely no Peanuts in shipping boxes.

Work must be able to remain in exhibition through exhibition dates. No work can be removed early.

If work is shipped, use only UPS or FedEx and include a prepaid return shipping label with your package.

No work which was not originally selected by or discussed with ARC will be displayed.

Sales

Works will be for sale unless noted as NFS (not for sale) on the entry form. ARC will act as a liaison for buyer to artist sales of the artists' work during solo shows. Any work sold and paid for via Square will have the small fee deducted from the sale amount.

Insurance

ARC exercises professional care when handling submitted work. We do not assume responsibility or liability including but not limited to accidents, damaged work, or forces of nature. Artists who feel their work is fragile should consider carrying their own personal property insurance. Again, the gallery will not assume liability for damage.

Accepted Work: Shipping and Delivery Return

With the exception of hand-delivered and picked-up work, all work shipped to and from the gallery must be paid ahead-of-time by the artist.

ARC will pack and make ready for return all shipped work and schedule the pickup. However, ARC will not make any payment or delivery of work to be returned.

CONTACT US

Please feel free to contact the gallery via email (info@ARCgallery.org) should you have any questions re: the exhibition, submitting work, or the prospectus. Email messages are checked daily. If you contact the gallery by phone, please call only during hours when the gallery is open.

ARC Gallery and Educational Foundation

Gallery Hours: Open Thurs & Fri - 2-6pm, Sat & Sun - 12-4pm; Closed Mon-Wed.

1463 W. Chicago Ave.

Chicago, Illinois 60642

info@ARCgallery.org