



# FREQUENTLY ASKED QUESTIONS

## CULTURALDC'S SPACE4: ART REQUEST FOR PROPOSALS | 2017-18 SEASON

### **Who is eligible to apply for an exhibition at CulturalDC's Space4: Art?**

- Artists and independent curators presenting work in any medium may apply.
- Artists who have had solo shows with CulturalDC are encouraged to wait two seasons before reapplying.
- Curators may reapply after one season.

### **What is the selection process timeline?**

*This is an open call for CulturalDC's Space4: Art 2017-18 Season, which begins in September 2017 and runs through August 2018.*

Phase I - Artists will submit preliminary information for staff review. **Due May 1, 2017 at 5pm.**

All artists will be notified of their status the week of May 22, 2017.

Artists selected for Phase II will be invited to submit full proposals for review by the Advisory Panel. Following that, they will be scheduled for an interview with the Panel.

Phase II – Full proposals are due June 4, 2017 at 5pm. Interviews will take place the week of June 5, 2017.

Artists will receive final notification the week of June 19, 2017.

Following finalist confirmations, the 2017-18 exhibition schedule (September – August) will be determined.

### **What submission materials are required?**

- Phase I – The preliminary application requires:
  - Exhibition/Artwork Description (a one-page narrative)
  - Curriculum Vitae (CV)
  - Up to 10 Artwork Samples or 3 minutes of video/sound
  - Work Sample Index
- Phase II – The full proposal requires:
  - Detailed floor plan
  - Exhibition budget

*Applications must be submitted through our online portal. There is a \$20 Application Fee, which will be processed via Paypal when the online form is submitted.*

**As the artist you are required to:**

- Provide all required information about your exhibition
- Make a \$250 security deposit
- Transport your art to the gallery
- Curate and place your art
- Provide all necessary equipment (including: pedestals, AV equipment, and hardware)
- Install your art
- Provide additional wall signage and promotional material (if you wish)
- Attend the opening reception
- Manage any programming to correspond with your exhibition
- Present an Artist Talk
- Deinstall your art
- Spackle/paint the walls following your deinstallation

**CulturalDC's Space4: Art is responsible for:**

- Marketing your exhibition prior to and during your show
- Providing access to the space
- Hosting an opening reception (we provide snacks and beverages)
- Staffing the gallery during viewing hours
- Providing wall signage for your name and exhibition title
- Taking installation shots of your exhibition and providing you with copies of these images

***Does Space4: Art provide installation supplies?***

No, you are responsible for bringing any necessary tools to install your installation. We do not have any "gallery tools" that can be used.

***What are the hours I can install/deinstall my exhibition?***

You will have access to the space during normal business hours. Installs are generally held Monday – Thursday, with the opening reception to your exhibition following on Friday. Deinstalls are generally held on Sundays.

***What is the commission rate for sales?***

CulturalDC's Space4: Art maintains a 70/30 split. For any artwork sale, the artist receives 70% of the sale price and CulturalDC retains 30%.

***Will Space4: Art print postcards for my show?***

No. We will promote your exhibition through our mailing list and social media, but if you choose to have postcards or any other printed material (including catalogs) for your show you must provide them.

***My exhibition is over a holiday, will Space4: Art be open?***

No, Space4: Art is closed for all major holidays. When signing your contract you will be provided with a list of closure dates for the year.

***Is there funding available for selected artists?***

At this time, there are no cash awards associated with this program. Projects selected for the upcoming season will receive rent-free space, mentorship, and marketing support.

## **ADDITIONAL QUESTIONS?**

Contact Rachel Burley, Gallery Fellow at [rburley@culturaldc.org](mailto:rburley@culturaldc.org)