

CALL FOR SUBMISSIONS

Rotating Art Submission Form

Alberta Jubilee Auditoria Society

Deadline: **January 31, 2019**



For the purpose of displaying art at the Northern Alberta Jubilee Auditorium (Edmonton) or the Southern Alberta Jubilee Auditorium (Calgary). Public space is provided in the *First Balcony Alcove Lobby* and the *Lower Lobby* at our Calgary facility, or in the *Kaasa Lobby* and the *First Balcony Alcove Lobby*, located at our Edmonton facility.

PLEASE NOTE: Part A and B must BOTH be completed in order to be considered.

All submissions must be submitted electronically, by email. If help is required in your submission process, please contact Tiana Carson at 780-427-6719 or tcarson@albertajubileesociety.ca by **January 21, 2019**. Each entry must include a **fully** completed entry form. Submissions must be received by **January 31, 2019**. **Late** or **incomplete** submissions will not be considered.

PART A – ENTRY FORM

SUBMISSION GUIDELINES

- Proposed exhibition title
- Artist Name / Lender's Name (both, if different)
- Address, Telephone, and Email
- Please include availability for involvement in the Jubilee Auditorium Community Engagement and Education Programs.

FILE FORMATS:

- The documents **must** be submitted in the **.doc**, **.docx** (Microsoft Word) or **.pdf** formats. We do not have a Mac available to read Apple Pages documents. Pages can be exported to **.docx** and **.pdf** formats by choosing **EXPORT TO** from the file menu, then either:
A) Select Word, checking "Advanced Options" and selecting the **.docx** file extension and save, or **B)** select PDF and save.

it's all at the **jube.**

ARTWORK SIZES & FRAMING:

- Work selected for the exhibition must be no smaller than 18" x 24" and no larger than 48" x 48", including the frame (appropriate hardware attached). Framing of artwork is not a requirement, as long as all artwork is ready to be hung on a track system using wire.

EXHIBITION DATES:

- Timeframe for exhibitions are from April 1, 2019 – March 31, 2020. Each exhibition selected is 6-8 weeks, but it may be extended – the artist will be notified if there is an extension. Please note: **All spaces will be dark during end of June 2019 until end of August 2019 and there will be no art displayed at this time.**
- If selected, artist will be informed of possible exhibition dates and upon returning the signed artist agreement, exhibition dates will be confirmed.

SHIPPING/TRANSPORTATION:

- **IMPORTANT NOTE:** The Society does **NOT** cover the cost of shipping/ travel for delivery or pick up of artwork. The artist is responsible for **ALL** shipping expenses/ travel costs and arrangements.

ENTRY FORM

JUBILEE AUDITORIA SOCIETY CALL FOR SUBMISSIONS

Name: _____

Address: _____

City: _____ Postal Code: _____

Email: _____ Phone: _____

Availability of work (including dates **NOT** available): _____

PUBLIC SPACE PREFERENCE (please choose one):

- Kaasa Lobby – Edmonton
- Lower Lobby – Calgary
- First Balcony Alcove Lobby – Edmonton
- First Balcony Alcove Lobby - Calgary
- No preference

GALLERY HOURS:

Monday to Friday, 8:30AM – 4:30PM (and during performances).

- Submission must be emailed to: tkoll@albertajubileesociety.ca
- Submission Deadline: **January 31, 2019**
- Successful applicants will be notified by: **March 1, 2019.**

Should my work be selected, I authorize Jubilee Auditoria Society to use my art/images for the purpose of publicizing the event.

Signature: _____

Date: _____

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PART B – IMAGES / ARTIST

- Artist bio (maximum 2 pages) summarizing relevant training, artistic accomplishments, and public presentations of work.
- A minimum of 10 images, with a maximum of 20 images.
- Images must be submitted in the digital JPEG format (.jpg). Digital files must be submitted by email and sized to 1024 pixels on the longest side at a resolution of 72 dpi.
(Contact Tiana Carson at least two weeks before deadline for help sizing your files).
- All images must be labelled as follows: Lastname_number.jpg (e.g.: Smith_01.jpg).
- Image Key – this information will ensure that we have adequate wall space in our gallery. Please only include the name of work.

The work should be show-ready. There is an art-rail system in the Lobby spaces. Submissions are evaluated by a Selection Committee. The committee makes recommendations based on the quality of presentation of the application, including all supporting documentation.

The Selection Committee and the contents of proposals submitted to the Society remain confidential. The digital images chosen should represent the pieces being proposed for display in the building though need not be limited to said pieces. If work is reviewed by the Committee and is deemed inappropriate by the Facility, for the general audience of the Auditoria, it may be excluded from the exhibition.

IF YOUR WORK IS CHOSEN, EXPECT THE SOCIETY TO PROVIDE:

INSTALL/DISMANTLE

Support for the hanging and dismantling of exhibition.

INSURANCE

Insurance to cover art at a \$50,000 maximum value. This will not include protection against inherent vice.

SECURITY

A Commissionaire stationed from 7:00 AM – 11:00 PM at the front door and stage door in both facilities (OR later if there is an audience or any staff in the building).

PLEASE SEND COMPLETED PROPOSALS DIGITALLY TO:

Tarryn Koll – Marketing & Cultural Development Specialist

tkoll@albertajubileesociety.ca