

## **MUNICIPAL EXHIBITION SPACE: WHITCHURCH-STOUFFVILLE TOWN OFFICE GALLERY ARTIST INFORMATION & SUBMISSION GUIDELINES**

### **About the Town Office Gallery:**

The Whitchurch-Stouffville Town Office Gallery space within the municipal offices of the Town of Whitchurch-Stouffville is located at 111 Sandiford Drive, between Main Street and Hoover Park Drive. It is dedicated to highlighting the talents of artists who live and work within Whitchurch-Stouffville and York Region. The space is programmed by staff at Latcham Art Centre in consultation with the Manager of Heritage at the Town of Whitchurch-Stouffville.

The Town Office Gallery is outfitted with a wall-mounted picture hanging system and is primarily suited for displaying framed two-dimensional artwork. This includes approximately 40 running feet of display space across one display wall. It also includes a small gathering area for Whitchurch-Stouffville staff and visitors to the offices.

Exhibitions are open to the public during regular municipal operating hours:

**Monday - Friday:** 8:30 AM – 4:30 PM

**Saturday - Sunday:** Closed

Hours of operation may be affected by holidays.

### **Eligibility:**

We welcome applications from artists who live and work in Whitchurch-Stouffville and York Region. We encourage applications from BIPOC, 2SLGBTQ+ and emerging artists (those with less than 7 years' experience exhibiting their work), as well as artists without formal training. Proposals from solo, group and artist collectives are all welcome.

### **Application Process:**

The Town Office Gallery is programmed through a juried open call. Submissions will be reviewed by Latcham Art Centre staff.

Each application should include the following information:

- Name(s) of the artist(s) applying, and relevant contact information: email, phone number, website and social media.
- A brief biography for each artist applying (150 words max, for each).
- An artist statement (300 words max.) More information on crafting an artist statement at the end of this document.
- A current CV

- 10 image files (jpg format), or 10 links to the artist's work online. Images should not exceed 1 MB each.
  - Jpg image files should be labelled with a number, the artist's last name and the artwork title (**01\_Carr\_Autumn in France**)
- An image list that includes details (the file name, name of maker/artist, artwork title, medium, size of artwork, fair market value for insurance purposes only, and additional artwork credits) for every image or link submitted. Artists must note in their submission any special hanging/display requirements for their exhibit, if any.
- For group exhibitions, include the above information for each artist in the group
- The submission (including your proposal, contact information, biography, artist statement, CV, images, and image list) should be in either a word document or a pdf format.

Please send all application materials in one email to [jeffrey.nye@latchamartcentre.ca](mailto:jeffrey.nye@latchamartcentre.ca) using the email subject line WS Town Office Gallery Proposal.

In-person hardcopy proposals will not be accepted, and incomplete applications will not be juried. All artists will receive confirmation of their submission via email. Afterward, only successful artists will be contacted with further details. All complete applications may be kept on file for future consideration for a period of two years.

#### **Deadline:**

There is no deadline for applications; they are accepted year-round. Jurying takes place twice annually, in the spring and fall. Exhibitions are generally programmed one to two years in advance.

#### **Exhibition Information**

Exhibitions will be on view to the public for three months each, with shows changing quarterly (four exhibitions per calendar year).

Staff from Latcham Art Centre and the Town of Whitchurch-Stouffville will promote exhibitions via social media and their websites.

Artists working in a variety of media are encouraged to submit applications, however the exhibition space is currently best suited for two-dimensional artwork that is wall-mounted using a picture-hanging system. All works on paper and photographs must be framed, and all artworks must be delivered with suitable hanging hardware (d-rings, picture wire). Pieces that are deemed not suitable to hang or display safely will not be accepted and are the artist's responsibility to collect.

Artists are responsible for transporting their work to and from 111 Sandiford Drive during installation and take-down days, as specified in their artist contract. Latcham Staff will install and take down exhibitions. Please note that the municipal offices do not have storage space and will not hold any artwork not on display prior to, after or during exhibitions.

Artwork prices will not be posted, and staff from the Town of Whitchurch-Stouffville and Latcham Art Centre will not negotiate artwork sales or accept money on behalf of exhibiting artists. Should an artist

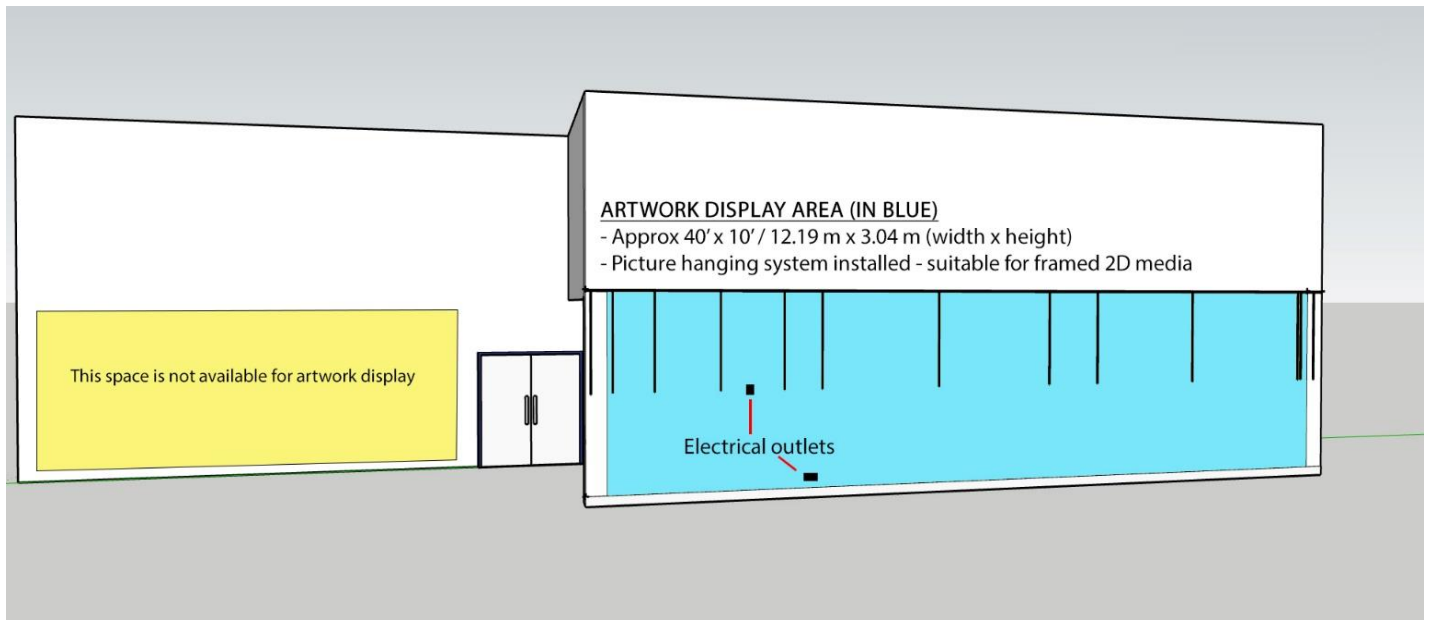
independently sell an artwork in their exhibit, they are required to leave it in place until the end of their show. Please see below for floor plans with gallery dimensions.

**Artist Fees:**

Artists will be paid exhibition fees in accordance with [CARFAC \(section A. 1.6: Exhibitions in other Public Spaces\)](#). For group exhibitions with five (5) or more artists, each will receive an honorarium of \$50.00

**Images and Floor Plans:**





### **What is an Artist Statement?**

A description of your artistic vision. Written by the artist(s), it should address your practice in a general way, and the relevance of the exhibition being proposed specifically. This writing should clearly establish how your artwork refers to a theme, idea, or question, and how your subject matter or themes link with your media and artistic philosophy. Consider addressing the following questions:

- What ideas are you presenting in your work? How does your medium help convey these ideas?
- What are you trying to communicate to your audience? What questions are you considering?
- Why are you creating these works – what is your motivation?
- How does this artwork address topics that are relevant to people in the region?