

## *Springfield Arts Commission City Hall Gallery*

### Selection Criteria for the City Hall Gallery

The Springfield Arts Commission manages Springfield's City Hall Gallery. We welcome requests for exhibit of all visual arts. Our gallery is located in the Springfield City Hall Lobby, 225 Fifth St., Springfield, OR. The following are our selection criteria, gallery information and incoming loan agreement.

- All members of the community may submit their work to the Springfield Arts Commission (SAC) for consideration.
- SAC may select an Art Gallery Committee that will jury artwork before the exhibit is installed. Artists will supply examples of work to the Art Gallery Committee, SAC, or SAC staff. Artists must include a short bio or artist's statement.
- SAC members will be subject to the same requirements as community members in exhibiting their work with these exceptions:
- SAC members who submit work for consideration must publicly announce to SAC or the Art Gallery Committee that he or she has submitted work for consideration.
- That member will not be allowed to take part in the selection process.
- Work that is deemed too fragile or unsafe for display will not be accepted.
- One criterion for determining the acceptability of art will be its space requirements or size.
  - Suggested minimum size is 16"x20" though considerations may be made.
  - Suggested maximum weight is 15 lbs.
- All pieces must be appropriately and securely framed and mounted for display.
- Each of the works of art need to be accompanied by an information tag with title, artist, price, and medium (if necessary).
- Please provide an inventory list of all items shown in the gallery to be kept on file.
- SAC is prohibited from displaying pornographic or obscene material pursuant to ORS 167.087.
- SAC will be responsible for determining the quality and merits of the art. The commission reserves the right to refuse any art.
- The artist is required to sign an "Incoming Loan Agreement" (please see attached).
- All arrangements for scheduling the installation, exhibition, and removal of the show are at the discretion of SAC.
- The artist may choose to price their art and make it available for sale.
  - The artist must make arrangements for sales; contact information should be included in the artist's biography and statement
  - If a piece is sold, a red dot will be placed by the piece to indicate the sale. The SAC prefers to leave pieces up for the duration of the contract.

We will be happy to work with you to see if your work can fit the requirements of our space. Please contact us at (541) 726-2246 for more information.

To submit your proposal, please send three documents by email or by mail:

1. **Sample images of the artist's proposed exhibition.** Please include digital images of up to 10 works which are representative of the proposed exhibition (jpg or tiff format-300 dpi resolution). Please compile all images in one document and submit as an email attachment (Word or PDF format). Alternatively, a hardcopy document or disc may be sent by mail and will be made available digitally for review. Additional close-up photos of the artwork are

allowed, and do not need to be listed separately in the application material. Group applications should include images of all artists' work.

2. **Image List.** Please provide information on each submitted image: Title, media, size, year created. You may also include this information for works that are part of the exhibit, but not shown as one of the 10 sample images.
3. **Artist's information:**
  - Name (or contact for group entries)
  - Address
  - Telephone numbers (home, cell, and/or work number)
  - Email address
  - Artist's website (if applicable)
  - A brief artist's statement or a brief artist's bio that could be used in a press release, if selected
  - The months you are available for showing in 2019

Proposals should be received by **June 1, 2019**. Please send to Arts Commission Liaison, Amy Orre.

Submission options:

1. By email (please attach documents as Word or PDF documents) to Amy Orre at [aorre@springfield-or.gov](mailto:aorre@springfield-or.gov)

—or—

2. By mail or hand delivery addressed to:

**Springfield Arts Commission, 2019 Exhibition Season  
Springfield Public Library  
225 5th Street  
Springfield, OR 97477**

Selection will be made by the Springfield Arts Commission. Artists selected will be notified by **July 1, 2019**.

The commission makes this call on an annual or semi-annual basis. Artists of every level, novice to professional, are encouraged to apply.

**What:** 2019 Springfield City Hall Gallery Call-to-Artists

**When:** May 31 deadline to apply

**Where:** Detailed information can be found at

[http://www.springfieldartscommission.org/cityhall\\_gallery.html](http://www.springfieldartscommission.org/cityhall_gallery.html)

**Additional Information:** Contact Amy Orre, 541-726-2246 or [aorre@springfield-or.gov](mailto:aorre@springfield-or.gov)