



## Call for Curatorial Proposals

The Town of Danville Village Theatre Art Gallery is currently accepting curatorial proposals to guest curate an exhibition. The Village Theatre Art Gallery is a 1,000 sq. ft. exhibition space which opened its doors on November 13, 2009. The overall goal of the Village Theatre Art Gallery, as identified by the Town Council, is to enhance the Town's cultural arts program offerings through the presentation of exciting and vibrant art exhibits which will appeal to, engage and educate the Danville community.

If you are interested in proposing an exhibition, we strongly encourage you to visit the space, familiarize yourself with the gallery's past and current exhibition program, and understand the Danville community before submitting a proposal. Strong proposals will be clear and concise, will present innovative and engaging ideas, and will intend to draw a diverse group of participants and visitors.

**Review Process:** There is a two-step process to review submissions. The Initial Review is an opportunity to communicate the essential elements of the curatorial idea, presenting a limited number of images and writing materials. Once the Curatorial Committee completes the Initial Review, additional materials and a project budget will be requested from a select number of applicants for a Follow-up Review.

### **Please submit the following for INITIAL REVIEW:**

- **Completed Curatorial Submission Form**
- **Curatorial Statement:** Short statement describing the concept for the exhibition. This should be no more than one page.
- **Examples of artwork - MAXIMUM of 8 images:** (jpegs: 300 dpi max) (Digital only please; Sorry, no slides) AND/OR 3-minute video clip on CD/DVD
- **Resume of artist/curator submitting proposal** (1-2 pages max) - no need to submit all exhibiting artist resumes for Initial Review
- **Examples of past curated exhibitions:** Include exhibition theme, name of exhibition space, exhibition space contact information
- **Self-addressed stamped envelope for return of materials**

### **Please keep the following in mind:**

- Reviews occur on a quarterly basis.
- Exhibition calendar is booked up to 18 months in advance.
- Submitting alternate exhibition dates is encouraged.
- Response may take up to six months after initial submission.

Submit materials to: **Town of Danville Cultural Arts Programs, Curatorial Proposal, 510 La Gonda Way, Danville, CA 94526** or digitally to [galleriesubmissions@ci.danville.ca.us](mailto:galleriesubmissions@ci.danville.ca.us).

Feel free to call Amy Miller, Visual Arts Coordinator at 925-314-3460 or email [galleriesubmissions@ci.danville.ca.us](mailto:galleriesubmissions@ci.danville.ca.us) with any questions.



**Curatorial Submission Form**

Contact Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

1. Title of your proposed project/exhibition: \_\_\_\_\_

2. Curatorial Statement: Please attach a one-page statement describing the project.

3. Artists: Please list the names of the included artists here: \_\_\_\_\_ Total number: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Image Inventory: Please include the artist, year, title, media, and dimensions of each image included

Image 1: \_\_\_\_\_  
Image 2: \_\_\_\_\_  
Image 3: \_\_\_\_\_  
Image 4: \_\_\_\_\_  
Image 5: \_\_\_\_\_  
Image 6: \_\_\_\_\_  
Image 7: \_\_\_\_\_  
Image 8: \_\_\_\_\_

4. Schedule: Is there a particular month that you prefer for the exhibition? \_\_\_\_\_

5. Have you visited the Village Theatre Art Gallery? \_\_\_\_\_ On what occasion(s)? \_\_\_\_\_

6. Please describe how you feel the project is particularly suited to the Town of Danville's Village Theatre Art Gallery.

(This could be in relation to the Town's mission, location, physical space, artists involved in the project, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Please tell us how you first heard about the Village Theatre Art Gallery: (web posting, friend, attending an event, etc.) \_\_\_\_\_



## **Guidelines for Proposing an Exhibition at the Town of Danville Village Theatre Art Gallery**

### **Curatorial Committee**

Selection of exhibits for the Village Theatre Art Gallery is guided by the Town's Curatorial Committee. The five-member Curatorial Committee is comprised of individuals who have a professional background in the visual/cultural arts, arts education, municipal cultural arts programs or gallery, museum or curatorial experience. The Curatorial Committee reviews exhibition proposals and ensures exhibitions are appropriate for the Danville community.

Objectives of the Curatorial Committee:

- Assess exhibition opportunities which will appeal to, engage and educate the Danville community
- Base decisions on the aesthetic, original, social, intellectual and technical merits of proposals
- Foster collaboration and partnerships between the Town of Danville, artists, and art organizations
- Promote awareness of the Town's cultural arts offerings through exhibits and programming
- Maintain a fair and objective opinion to benefit the Danville community

### **Town Responsibilities**

**Installation:** Town staff are responsible for coordinating and executing installation of exhibitions with the aid of the curator. Artists/curators with special installation requirements are required to coordinate their efforts with the exhibition coordinator, prior to installation. Based on availability and stock, artists/curators may be responsible for procuring any equipment or special supplies that the galleries cannot provide.

**Supplies and equipment:** Based on availability and scheduling constraints, the Town will provide a variety of equipment to exhibiting artists, including pedestals and vitrines for sculptural/mixed-media work.

**Promotional materials, print and web:** For each exhibition, there is a set budget for promotional and printed materials. Postcards are typically printed 6 weeks prior to the exhibition's opening, posted on the website and send to a mailing list comprised of Town officials, area galleries, arts organizations, and gallery patrons. All printed materials and online content are produced and approved by Town staff, including graphics, design, and copy. All print and web materials must adhere to the Town's branding standards.

**Exhibition didactics and support materials:** Town staff will proof and print all checklists, object labels, statements, didactic material, signage, wall labels and vinyl lettering.



**Security:** The Village Theatre Art Gallery is a multi-purpose venue which also serves as the lobby to the Village Theatre. Gallery attendants monitor exhibitions when the gallery is open for public viewing.

### **Curatorial Responsibilities**

**Curatorial Contract:** All curators are required to abide by an exhibition timeline and responsibilities as outlined in the curatorial contract and by Town staff. Consistent communication throughout the planning process is imperative to the success of an exhibition. The curator works in tandem with Town staff in all aspects of an exhibition. The curator oversees his/her vision from inception to completion. Any modifications from the curator's original proposal must be approved by the Department Director or his/her designee.

**Preparation of work for exhibition:** All artwork must be professionally presented and ready to install.

- Work must be "ready to show." The Town does not provide mats, frames, wire, etc.
- Each piece must be thoroughly documented with an artwork drop-off form that contains the artist's contact information, vital information about the work, Liability Release Form, and Terms of Loan form allowing the Town to document the exhibition and use artwork images for promotional use.
- Artists are required to provide the Town with an insurance value for their work.

**Communication:** Curators are expected to attend a variety of design and planning meetings, and to stay in close contact with gallery staff from the time the exhibition is slated into the calendar through the de-installation and return of artwork.

**Installation/De-installation:** Depending upon the needs of the exhibition, the curator may be asked to be present for key parts of the installation and de-installation. The curator will be responsible for stressing all deadlines that the artists/galleries must meet. Curators are responsible for delivery of all pieces by the delivery date established by the exhibit coordinator.