

# **The Leighton Art Centre Exhibition Information and Application Form**

## **Exhibition Opportunities**

The Leighton Art Centre hosts approximately eight exhibitions per year. Two of these exhibition times are reserved for the Leighton membership, two for travelling exhibitions from the Alberta Foundation for the Arts. The other four exhibition slots are available to visual artists, curators and galleries. Artists that are emerging, mid-career or established are all welcome to submit.

CARFAC fees are considered in the Leighton Art Centre exhibition contract. Assistance with other costs including shipping, travel and accommodation are contingent on sufficient funding and are assessed on a case by case basis.

**The Leighton Centre call for submissions is ongoing, please read the following carefully:**

## **Submission Procedure:**

The proposals are reviewed once a year on September 30<sup>th</sup> by the Managing Director, Program Director and Sales Manager. The selection committee uses the following criteria when planning the exhibition schedule:

- 1.) The quality of the artwork.
- 2.) Strong/interesting conceptual content.
- 3.) Educational component to the exhibition.
- 4.) Preference is given to small groups of two or more artists.

All of the proposals received before the deadline will be reviewed, the selected exhibitions will be slotted into the next exhibition schedule that is being planned. Please note exhibitions are usually planned a year and a half to two years in advance.

**The following materials must be submitted with your proposal:**

### **1.) Artist Biography**

This must include your full name, address, telephone number and email.

### **2.) Curriculum Vitae-Maximum of three pages**

Describe your artistic background. (e.g. Professional status, artistic accomplishments, education, scholarships, awards, grants, professional memberships, previous exhibitions, commissions and articles.

### **3.) Artist Statement-Maximum of one page**

Describe the focus of your artwork and your objectives.

Please note that when submitting a group proposal you must include an artist's biography, curriculum vitae and artist statement for each participant. The support material should provide digital images of at least three works of art by each artist. If it is a proposal for a juried exhibition

that has yet to be juried, please submit samples of artwork from other juried exhibitions by the group within the last two years.

#### **4.) Exhibition Proposal-Maximum of two pages**

In detail, clearly describe the proposed exhibition. This includes presenting the concept, theme and focus of the exhibition, as well as any spatial/material requirements and equipment needs. Please feel free to make references to your images to assist with illustrating your ideas and concepts. Please indicate if you intend to have any parts of the exhibition for purchase.

#### **5.) Support Material**

Digital Images: Please submit a CD with 10 to 15 JPEG images, with a resolution of at least 300dpi. All of the digital images should be numbered and labeled appropriately with the number that corresponds to the inventory list and artists name. (e.g. 01ArtistJoe) The CD should be accompanied by an Inventory List that provides the following information: The image number, artist, medium, size and retail value/price.

Other relevant Audio/Visual Materials: When submitting CD's, DVD's and other relevant support materials please confirm that the gallery's software and equipment can support your submission. Only submit audio visual materials that relate to the proposed project, and limit each example to a maximum of five minutes in length.

Please do not send slides: PowerPoint presentations, VHS tapes, cassette tapes, printed images, original works of art or submit a website in lieu of the digital images. Also be sure that your submission can be viewed on a Windows PC.

#### **6.) Inventory List**

All submissions must be accompanied by an inventory list. The inventory list should correspond directly with the CD application. The inventory list must provide the following information: The image number, artist, medium, size (WxHx[D]) and value/price indicating which, if any of the artworks are available for purchase.

#### **7.) Published Exhibition Information**

If applicable please include any published information on your proposed exhibition, such as reviews, articles, catalogues etc.

#### **8.) Self Addressed Sufficiently Stamped Envelope**

If you wish for your proposal to be returned you, please include a self addressed sufficiently stamped envelope. If you do not submit a prepaid envelope with your submission it will not be returned to you.

Please ensure that your name and exhibition title is clearly marked on each part of the submission, including the support materials. Due to the high volume of submissions, incomplete proposals, or those that exceed the maximum numbers of requested pages and support materials will not be reviewed. Do not email or fax proposals, they will not be accepted.

Mailed submissions must be postmarked no later than September 30<sup>th</sup> of the present year. Proposals submitted after September 30<sup>th</sup> will be reviewed at the next September 30<sup>th</sup> review and will be submitted for the next exhibition year.

*Please mail your submission to:*

**The Leighton Art Centre**

**Attn: Program Director**

**Site #31, Box #9 RR#8**

**Calgary, Alberta**

**T2J 2T9**

**Questions can be directed to the Leighton Art Centre at  
[info@leightoncentre.org](mailto:info@leightoncentre.org)**