

## EXHIBITION PROGRAM GUIDELINES AND ARTIST AND CURATOR APPLICATION

**BACKGROUND AND PROGRAM MISSION:** SMAC has been facilitating exhibitions in locations throughout the Sacramento area since 1996. Since that time, the program has grown tremendously as agencies see the benefits of working through SMAC to provide daily arts experiences and opportunities for local emerging and professional artists to exhibit artworks for public employees, visitors and the community.

The Exhibition Program is a function of the Sacramento Metropolitan Arts Commission, a City/County Agency. As a publicly funded arts program, the Arts Commission strives to be inclusive while presenting the highest quality exhibitions possible.

The mission of the program is to serve a diverse audience of residents and visitors in the Sacramento region by providing a dynamic set of educational and cultural experiences in locations central to everyday life.

The galleries were established to:

- provide exhibition opportunities to emerging and mid-career artists to develop their studio and gallery practices;
- provide curatorial opportunities to emerging and mid-career curators;
- be inclusive of all mediums that can be logistically accommodated;
- demonstrate the cultural and aesthetic diversity of the Sacramento region;
- provide educational and cultural experiences in locations central to everyday life;
- benefit the public interest.

Exhibition programs may not be used for the purposes of advertisement, marketing, political action, or presentation of content not appropriate for a family audience.

Additionally, **the Sacramento International Airport** site serves to humanize the Airport environment, provide visibility for Sacramento's unique cultural life, and present vibrant, positive images that provide a memorable experience for travelers in Sacramento. Exhibitions strive to underscore Sacramento International Airport as an international gateway and world-class airport. The exhibitions featured at the Airport should create a strong sense of place by highlighting the distinctive history and culture of the Sacramento region. The program should provide community access to a wide variety of art by regional artists, area museum collections as well as national traveling exhibitions.

### EXHIBITION LOCATIONS

**Robert T. Matsui Gallery**  
**(Sacramento City Hall)**  
915 I Street, 95814  
(located in the H Street lobby)

**Sacramento International Airport**  
6900 Airport Boulevard, Sacramento 95837  
(located in Terminal B on both the baggage claim and terminal level)

### **SMUD Lobby**

6301 S Street, Sacramento 95817  
(located in the lobby)

**APPLICATION PROCEDURE:** Applications may be submitted year round and are reviewed upon receipt. All exhibitions are coordinated by the Art in Public Places Program staff at the Sacramento Metropolitan Arts Commission and approved by the SMAC Art in Public Places Committee:

- Preference is given to artists, collaborative teams, arts organizations, and curators residing in the 11 contiguous counties of the Sacramento region.
- Public relations are managed by the Sacramento Metropolitan Arts Commission.
- Artworks are insured while on exhibition at all three locations.
- The average duration of an exhibition is 1-3 months.
- Works will be required to be delivered to the site by the artist and must be ready to hang.

**APPLICATION DEADLINES:** Applications are accepted and reviewed on an ongoing basis.

**CRITERIA FOR SELECTION:** The Sacramento Metropolitan Arts Commission staff will consider the following criteria when reviewing artwork in the context of an annual schedule of exhibitions at each of the venues:

- **Demonstrated artistic proficiency**
  - Is there competent use of the chosen medium?
  - Is there an acceptable level of technical expertise demonstrated?
  - Does the artwork demonstrate artistic vision?
  - How effectively is this vision communicated to the viewer?
  - At what level of experience is the artist(s) in their career?
- **Appropriateness of content**
  - Is the content of the artwork appropriate for a public setting?
- **Appropriateness of scale and medium**
  - Is the artwork size/scale suitable for the specific gallery space?
  - Is the artwork medium/materials suitable for the specific gallery space?
  - Are there any public safety issues regarding the chosen materials or the artwork being installed in a public exhibition?
  - Can the chosen artworks be secured properly at the site to ensure their safety and protection, and minimize insurance considerations?

If an applicant to the Gallery Program proposes an exhibition that does not fit within the stated Guidelines, staff may review the proposal and consider the feasibility of the exhibition.

The Art in Public Places Committee may periodically review these general policies and procedures and recommend revisions to the Sacramento Metropolitan Arts Commission.

### **INDIVIDUAL ARTISTS & TEAMS APPLICATION REQUIREMENTS**

ONE (1) SET OF THE FOLLOWING:

- Work samples
  - Individual artists may submit **up** to 20 images
  - Team: Up to 10 slides per team member

- SASE** (Self addressed STAMPED envelope)

THREE (3) IDENTICAL COLLATED SETS OF THE FOLLOWING:

- Application Form**
- Typed Image List** corresponding to the images submitted. Image list should indicate the media, size of work, title, date, and a brief description of the artwork only if necessary.
- Résumé(s)** not to exceed 3 pages per team member.
- Artist Statement** – not to exceed one page typed in at least 11 point font.

IF PROPOSING A SITE SPECIFIC INSTALLATION, APPLICATIONS MUST ALSO INCLUDE:

- Installation Proposal** – not to exceed one page typed in at least 11 point font.
- Visual Support** materials illustrating the proposed installation design.

## **GUEST CURATOR APPLICATION REQUIREMENTS**

ONE (1) SET OF THE FOLLOWING:

- Up to 20 images of artists work to be included in the exhibition and/or slides or exhibits applicant has recently curated.
- SASE** (Self addressed STAMPED envelope)

THREE (3) IDENTICAL COLLATED SETS OF THE FOLLOWING:

- Application Form**
- Typed Image List** corresponding to the images submitted. Image list should indicate the media, size of work, title, date, and a brief description of the artwork only if necessary.
- Résumé(s)** not to exceed 3 pages per team member.
- Curatorial Proposal** not to exceed one page typed in at least 11 point font.

## **INFORMATION FOR ALL APPLICANTS**

- Images must be saved as JPEG files (72 dpi, maximum 360 x 243 pixels or 5" x 3" inches or 257 K).
- Each image should be labeled with the artist surname and numbered according to the annotated image list, i.e. "Rembrandt\_1"
- Images must be oriented appropriately landscape or portrait.
- Images must be submitted on a virus free, PC compatible CD-ROM.
- The Sacramento Metropolitan Arts Commission is not responsible for lost/damaged items.
- Stapled or folded materials will not be accepted.
- All materials should be printed on white paper
- Do not send original artwork, books or photographs.
- Applicants are encouraged to retain a copy of all application materials.

**ARTIST NOTIFICATION** : Artists will be notified by mail after the approval process is complete. This process takes at least 4 months.

**GALLERY PLANS AND ELEVATIONS:** Available upon request by writing: [lkempf@cityofsacramento.org](mailto:lkempf@cityofsacramento.org)

SACRAMENTO METROPOLITAN ARTS COMMISSION, ART IN PUBLIC PLACES PROGRAM

## EXHIBITION PROGRAM APPLICATION

---

Name (FOR TEAMS/COLLABORATIONS/INDICATE PRIMARY CONTACT)

---

Address

---

City, State, ZIP Code

---

Contact Number(s)

---

Email Address

### GALLERY OF INTEREST:

- Sacramento City Hall
- Sacramento International Airport
- SMUD Gallery
- Any

### APPLICATION CHECKLIST

ALL APPLICANTS:

- Digital images
- SASE (Self addressed STAMPED envelope)
- Application Form
- Image List
- Résumé(s)
- Artist Statement/Letter of Interest
- Residency Requirements Confirmed
- Visual Support Materials

FOR GUEST CURATORS, COLLABORATING ARTISTS AND/OR SITE SPECIFIC INSTALLATIONS ALSO INCLUDE:

- Installation or curatorial proposal
- Additional visual support materials

### MAIL MATERIALS TO:

Art in Public Places Program: Exhibition Program  
Sacramento Metropolitan Arts Commission  
2030 Del Paso Boulevard  
Sacramento, CA 95815  
Phone: (916) 808-3992  
Fax: (916) 566-3996  
Office Hours: Mon – Fri, 9:00 a.m. – 5:00 p.m.  
Agency Website: [www.sacmetroarts.org](http://www.sacmetroarts.org)