



Asian American Resource Center
8401 Cameron Road
Austin, Texas 78754
Phone: 512.974.1700
www.austintexas.gov/aarc



COMMUNITY EXHIBITION PROGRAM GUIDELINES

The Asian American Resource Center (AARC) offers an excellent opportunity for local artists to display artwork that celebrates the diverse and dynamic cultural heritage, history, identity and creativity of Asians and Asian Americans through a quarterly rotating exhibits program.

Submissions

The AARC invites individual artists and organizations working in various media to submit a call for exhibits application along with supporting materials to include:

10 - 20 jpeg images (no larger than 1024 x 768 pixels at 300 dpi) submitted on a flash drive, CD or DVD of artwork completed in the past 5 years for individual application *or*

5 - 10 jpeg images by each participating artist of work completed in the past 5 years for group application. Please use the title of work as the file name when saving images.

Images should include **a numbered list** with the artist's name, title of work, medium, dimensions (height x width x depth) and date completed.

Type of work

2D– painting, drawing, prints, photography, fiber, glasswork, multimedia

3D– sculptures, ceramics, jewelry

Artwork may not exceed 50 lbs and 20" in depth if exhibited in glass display case.

Selection

An independent panel comprised of community members will review all submissions and select exhibitions. The panel will be provided only the artwork examples submitted by the artist for review. No background on the artist, including name, experience, age, national origin, gender or other information will be provided. Artwork will be judged solely on its merit.

Selection criteria are broad and may include:

Originality: All artwork is original in concept and /or presentation.

Artistic Impression: Strength of the artwork is shown based on technique, concept of work, execution, and application of artistic abilities

Appropriateness: The exhibition is suitable for a multi-use space and relevant to Austin's Asian and Asian American community.

Final exhibit selections will be approved by the panel in conjunction with AARC staff.

Length of exhibitions

Exhibitions are rotated on a quarterly basis and will run for 10 weeks depending on other programming activities at the AARC.

Facility

The AARC is not a museum gallery. Exhibit spaces available include a ballroom, classrooms, conference room, and the adjoining hallways. A secured glass display case located in the lobby is also available for smaller works, such as sculpture, jewelry, ceramics, small 3-D sculptures, and small 2-D works.

Delivery, installation, and de-installation

Artist(s) are responsible for transporting all artwork and all related components including, stands, labels and other informational materials to and from the AARC on the date specified in the Exhibition Agreement. The AARC is not equipped with a track lighting system and does not own pedestals or glass cases. The artist(s) is responsible for providing additional lighting, pedestals, cases and/or other necessary equipment for installation.

All 2-D artwork submitted must be framed or mounted and ready to hang. The AARC is a city owned facility and is handicap accessible. The national standard hanging height for artwork is 58 - 60" on center for accessibility purposes. Artwork that is intentionally unframed, such as stretched canvas, must have well finished edges. Edges cannot be taped. Mats, if used, must be well cut and clean.

All 3-D artwork submitted must be self supporting or include a stand. In addition, 3D artwork should not have sharp objects protruding from the stand or be installed directly on the floor creating a possible walking hazard or difficulty with facility cleaning.

All artwork labels must be typed and should be the same size and contain the same information (title, name, medium). Use a readable font style such as Arial or Times New Roman and font size no smaller than 14 points. Be consistent with placement of the labels. Label hanging height should not exceed 54".

Exhibition installation is the responsibility of the artist(s) and subject to approval by AARC staff. Thirty (30) days before the date of the installation, the artist(s) must attend a required planning meeting in order to have the proposed exhibit layout and installation methods approved. AARC staff will be onsite to provide consultation; however artist(s)

are ultimately responsible for curating and installing the exhibition and providing all their own hardware and tools.

The AARC will ensure that exhibit space and walls are ready for hanging prior to installation of work. All artwork must be removed from the premises by the close date unless other arrangements have been made with AARC staff. AARC staff will inspect space to ensure gallery is ready for the next show.

Publicity and promotion

The AARC will support artists to the best of its ability in terms of promoting exhibitions via the center's website, brochures, newsletters, calendar listings and other media outlets as available. Additional methods of publicity are the responsibility of the artist(s).

The AARC reserves the right to reproduce accepted entries and images for the purpose of exhibition promotion and educational programming. A non-exclusive license for use form may be provided to the artist(s) for signature.

Reception

A reception is typically scheduled for each exhibit, usually within the first week of its installation. The AARC will host the reception and provide light refreshments.

Sale of artwork

Artist(s) may sell work directly to the public provided that artwork sold remains on display until the conclusion of the exhibition. The AARC does not market sales nor receive a commission from sales of art. AARC staff does not handle purchase negotiations for the artist(s). Any and all purchase inquiries will be referred directly back to the artist

Liability

Although the greatest of care and respect will be given to all works exhibited at the AARC, the AARC is **not** responsible for any loss or damage to the application materials or to the accepted works submitted.

Exhibits are afforded property insurance coverage under the Fine-Arts Floater on the City of Austin property insurance policy. The artist(s) is responsible for the deductible amount of \$2,500 and also for obtaining Commercial General Liability Insurance.

Exhibition agreement form

If an artist or organization is offered an exhibition opportunity at the AARC, a Community Exhibition Program Agreement must be completed and returned to the AARC within two weeks of notifications. The terms of these guidelines are incorporated as part of the agreement.