



The Online Application Process

Dougherty Arts Center

Artist Resource Center Professional Development Workshop Series



Online Applications

Exhibitions, festivals, residencies, and many other artistic calls-for-entry are now online.

Tonight we will cover:

- The various websites for online applications
- How to create a profile
- Preparing and uploading images
- Other requested materials
- Submitting competitive proposals
- The process for applying to the Dougherty's Call for Artists for the Visual Artist Residency Program and the 2021 gallery season

Websites for Online Arts Applications

- Submittable
- CaFe (CallForEntry.org)
- Slideroom
- Zapplication (mostly festivals and events)
- PublicArtist.org
- C4E (callforentries.com)

Call-for-Entry Websites

Some websites act as a catalog for call-for-entries where you can peruse open calls and apply to multiple calls using the same profile.



Direct Application Websites

Other websites require you to enter through the organization's website.

This means the organization holding the call-for-entry will provide a direct link to the application.

This is the case with the Dougherty's call for artists:
<https://doughertyartscenter.submittable.com/submit>

Submittable 

 SlideRoom

Creating an Account

No matter how you get there, all sites will have you create an account

Make sure you remember your login information. You may need to complete your application in multiple sittings, use your account to apply to additional applications, or to edit or trouble-shoot.

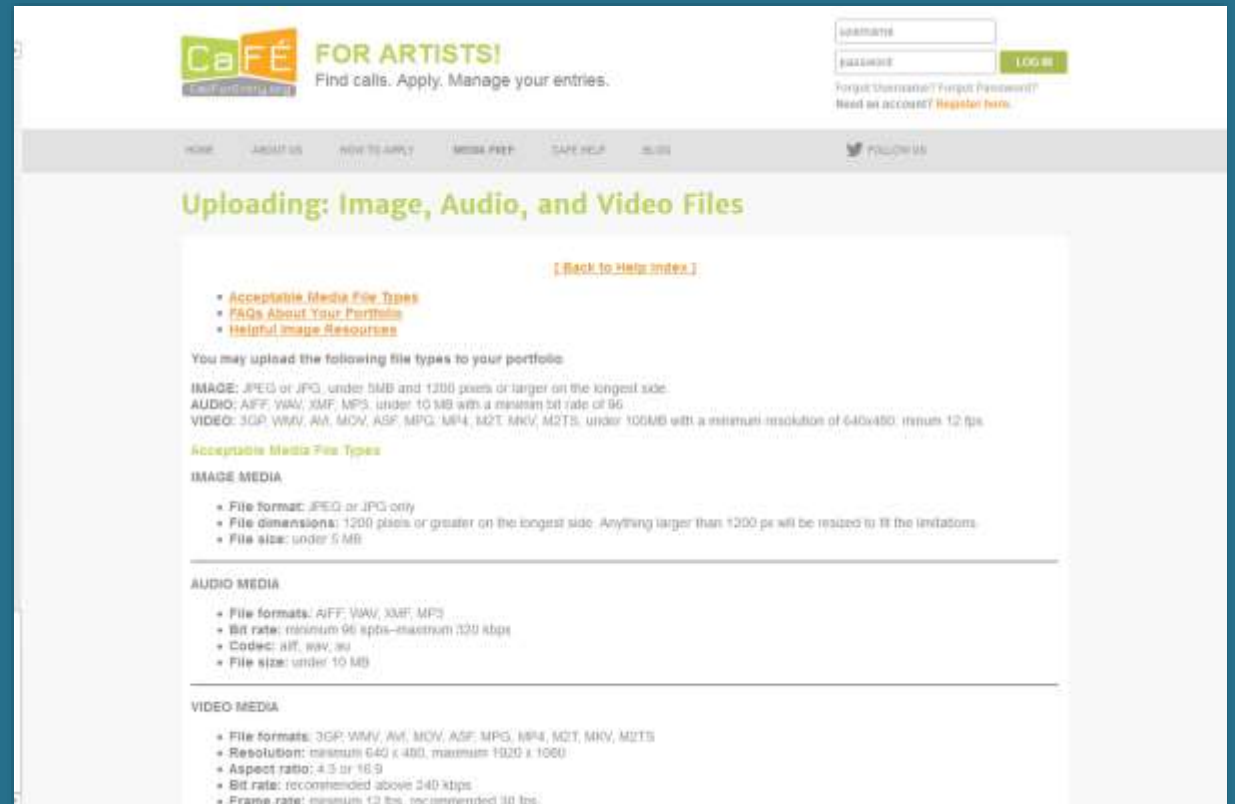
Be sure that your account uses the email you wish to be contacted at, as many sites have automatic messaging interfaces using your account information, rather than your application information.

Once you have created your account, you will start to add your materials and images.

Application Requirements

Each website may have different requirements for materials and images.

Be sure to read all requirements carefully so you don't have to repeat work.



The screenshot shows the CaFé website for artists. The header includes the CaFé logo, the text "FOR ARTISTS! Find calls. Apply. Manage your entries.", and a login section with fields for username and password, a "LOG IN" button, and links for "Forgot Username?" and "Forgot Password?". Below the header is a navigation bar with links: HOME, ABOUT US, HOW TO APPLY, MEDIA FEED, TAPES HELP, and BLOG. A "FOLLOW US" link with a Twitter icon is also present.

Uploading: Image, Audio, and Video Files

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- [Acceptable Media File Types](#)
- [FAQs About Your Portfolio](#)
- [Helpful Image Resources](#)

You may upload the following file types to your portfolio:

IMAGE: JPEG or JPG, under 5MB and 1200 pixels or larger on the longest side.
AUDIO: AIFF, WAV, XMP, MP3, under 10 MB with a minimum bit rate of 96.
VIDEO: 3GP, WMV, AVI, MOV, ASF, MPG, MP4, M2T, MKV, M2TS, under 100MB with a minimum resolution of 640x480, minimum 12 fps.

Acceptable Media File Types

IMAGE MEDIA

- File format: JPEG or JPG only
- File dimensions: 1200 pixels or greater on the longest side. Anything larger than 1200 px will be resized to fit the limitations.
- File size: under 5 MB

AUDIO MEDIA

- File formats: AIFF, WAV, XMP, MP3
- Bit rate: minimum 96 kbps-maximum 320 kbps
- Codec: aiff, wav, au
- File size: under 10 MB

VIDEO MEDIA

- File formats: 3GP, WMV, AVI, MOV, ASF, MPG, MP4, M2T, MKV, M2TS
- Resolution: minimum 640 x 480, maximum 1020 x 1080
- Aspect ratio: 4:3 or 16:9
- Bit rate: recommended above 240 kbps
- Frame rate: minimum 12 fps, recommended 30 fps

Image Requirements

You may have to edit and/or resize your images before uploading them. Hopefully you are starting with a good source image. If you need to make adjustments, there are various programs and apps available.

A well lit artwork may not need color correction. Make sure your camera is set to the correct color balance to match your lighting. You may want to invest in a lighting kit and a backdrop for 3D works. Be sure to crop out the background of any 2D work.

Various applications and websites may require your images to be a certain size (ex. – 300 dpi, longest side 1920 pixels). This may not be the size of the original image from your camera and you will need to adjust it.

Programs for Editing Images

Photoshop is the best all-around program for editing your images. You can adjust the levels, color, saturation, and size all in one program.

Photoshop is purchased through the Adobe Cloud. The Adobe Suite is offered as a resource of the Dougherty's Artist Resource Center by making an appointment.

[AUSTINTEXAS.GOV/ARTISTRESOURCECENTER](https://austintexas.gov/artistresourcecenter)

There are many other free programs out there that have many of the same features including GIMP and iPhoto.

Using your Phone for Images and Editing

Cell phones now have cameras with high enough megapixels and quality lenses that you may be able to use your phone to take your images.

There are plenty of apps out there for editing images, but you may not be able to adjust everything in one app.

Some apps to consider:

- Photoshop Express
- Adobe Lightroom
- Snapseed
- VSCO
- Image Size

Other Requested Materials

Applications often ask for additional materials besides your contact information and images.

This could include:

- Resume/CV
- Artist Statement
- Bio
- Proposal (for exhibits or residencies)
- References

Be sure to carefully read the requirements for the application to ensure you are not missing anything. Organizations will often not accept incomplete applications.

Submitting and Confirmation

Most sites will give you the option to review your application before submitting it.

Review your application and make sure you have included all of the required material.

Some applications will require a fee and either have their own processing interface, or may redirect you to PayPal.

You should receive a confirmation email when your application is submitted. Be sure to keep the email, especially if there was a payment included. This can be used as a deduction on your taxes if you claim your artwork as a business.

Dougherty Calls for Artists

The Dougherty holds several calls for artists each year:

- Gallery Season
- Visual Artist Residency (twice per year)
- Spring Fling Arts Festival
- Emerging Teaching Artist Fellowship
- Artist Access Program (separate Submittable)

The Dougherty uses Submittable for all of our calls:

<https://doughertyartscenter.submittable.com/submit>

Submittable 

Visual Artist Residency Program

This volunteer work exchange program provides visual artists with the space, facilities, time, and professional interaction to help them develop as practicing artists in exchange for creating outreach opportunities within our community such as teaching workshops, giving public presentations, critiques, and monitoring our independent study program and open studio hours.

Residencies are for six months, renewable for a year, and available for emerging and established artist in ceramics and darkroom photography.

Residency Terms:

October 2019-March 2020

April 2020-September 2020

Applications open: January 1-February 1, 2020

Tentative residency start date: April 1, 2020



Emerging and Established

There are two levels of the Visual Artist Residency; Emerging Artist and Established Artist.

Emerging Artist

Emerging Visual Artist Residencies are available to promising artists in their foundational years that are committed to advancing their own work and exploring a potential professional career. We encourage applicants who would like to make art and creativity a continuing part of their lives, even if they have not pursued it in a post-secondary institutional setting.

Established Artist

Established Visual Artist Residencies recognize and support artists whose work demonstrates exceptional artistic merit, who have already proven their abilities, and are at a career stage that is beyond emerging. Ideal applicants have experience with studio operations, have developed a body of work and need the time and space to further develop as a professional artist, and have a desire to share their knowledge with the community.

VAR Application Requirements

- **Letter of Interest** describing your need, how you plan to use the time and space to further your work, and how a residency will affect your practice (maximum of one page, formatted as a PDF)
- **Community Essay** describing your readiness to engage with the DAC community and how you believe your involvement can impact the Austin community (maximum of one page, formatted as a PDF)
- **Artist Résumé** (maximum of two pages, formatted as a PDF)
- **Artist Bio** (2-10 sentences, formatted as a PDF)
- **Artist Statement** summarizing your practice including medium(s), themes, techniques, and influences (maximum of one page, formatted as a PDF)
- **Two Letters of Recommendation** with contact information
- **Ten Digital Images** of your work including the title, medium, size, and date
- **Workshop Proposal** (if applying for Established Artist Residency) including a description and student goals and objectives (maximum of one page, formatted as a PDF)

To Apply for the Residency Program:

Applications open: January 1-February 1, 2020

Tentative residency start date: April 1, 2020

For more information and to apply, visit:

[AUSTINTEXAS.GOV/VISUALARTSRESIDENCY](https://austintexas.gov/visualartsresidency)





The Julia C. Butridge Gallery
at the Dougherty Arts Center



Underrated, Dave McClinton

The JCB Gallery features artists and arts organizations in exhibitions that include all mediums and address diverse subject matters. Found in the heart of the arts district, the JCB Gallery is located at the Dougherty Arts Center and continues to promote Austin's thriving art culture by providing opportunities for both emerging and established artists to expand their following, incite discussion, and explore their creative story.

ARTIST TALKS & DEMOS

The JCB Gallery offers opportunities for artists to further engage the community and add greater significance for the viewer of the artworks. In collaboration with JCB Gallery staff, artists may host an Artist Talk or an Artist Demo to provide the community with information about their inspiration and process, create discussion by inviting questions, and bid them to view the exhibition with a deeper understanding.



Peter Chung

Annual Call for Exhibit Proposals

Every October, the JCB Gallery opens up its annual call to emerging and established artists of all backgrounds and media.

- In order to promote complete and thorough application submissions, the gallery holds one of the longest call periods.
- Creates time for artists to review the application and address any concerns and/or questions

October 7, 2019 – February 2, 2020
for the 2021 Gallery Season



<https://doughertyartscenter.submittable.com/submit>

Submittable 

Exhibit Description

- A general, brief (3-5 sentences) description
- Potential marketing text
- Highlights the most important points of the body of work

River Story

Gardella has devoted 8 years to creating the River Story series, exploring the reunification of women with water, and what it means to belong. Through a photographic narrative, the artist examines “who we are when the things we think define us are stripped away.” This inquiry was birthed from her own experience as a child in poverty and being adopted and has led her to seek what truly defines a person when cultural definitions of class, success and identity are removed. This creative journey of discover brings Gardella closer to her own understanding of self and belonging.

Artist Statement/Bio

- Provide background information. Are you a fulltime artists? Do you work in the restaurant industry? Does your daily life inspire your artwork?
- What is your artistic background?
- What is your process?
- Describe the concept behind the work.
- What will the viewers experience?

Exhibit Display & Installation

- How are your artworks finished? Are they framed? Mounted?
- Will you be using pedestals?
- Are you proposing sound, video, or site specific installation.
- What else would we need to know about how your works will be displayed or installed?
- Are there any special needs for installation?



Meeghan
Morongova

**Boundless
Abandon**



Vy Ngo - The IN Between

The JCB Gallery Review Process

Each year, an anonymous panel of jurors is selected.

The Judging Criteria:

1. Artistic Interest & Impact – Is it relevant? Is it different?
2. Concept Cohesiveness – Is the concept represented in each artwork?
3. Artistic Technique and/or Craftsmanship – Is it made well?
4. Design & Composition – Is the artwork visually appealing? Balanced?
5. Suitability for Public Space – Is it appropriate for families? Is it lewd?
6. Comments – Any other statements, observations, and/or opinions.

JCB Gallery Considerations

How do we create a diverse and inclusive gallery season?

Strongly taking into consideration the reviews and comments of the panel of jurors, Gallery Staff will create a gallery season that reflects the Austin art community with artists from diverse backgrounds, experiences, perspectives, and artistic practices.

- From makers to painters, to photographers and sculptors
- Cultural, historical and/or spiritual perspectives
- Events to consider: FotoATX, West Austin Studio Tour, Summer Camps
- How will it inspire our students and teachers



IT'S TRUE!!!

Dear Artist,

Thank you for your exhibit proposal. Unfortunately the galley is not able to offer you exhibition space at this time. There were a large number of applications and much to our dismay, we are not able to accommodate every amazing proposal.

Sincerely,

Gallery Staff

- Asian American Resource Center
- ESB Mexican American Resource Center
- The Elizbet Ney Museum
- Oakwood Cemetery
- George Washington Carver Museum
- Big Medium
- The People's Gallery at City Hall
- Austin Central Library
- Art for the People
- Link & Pin
- Mondo Gallery
- Gerogetown Art Center
- Davis Gallery
- Guzu Gallery
- ICOSA Collective
- Walley Workman Gallery
- Women & Their Work
- Dimension Gallery
- Grey Duck Gallery
- Northern & Southern
- Mass Gallery
- Pump Project
- Metropolitan Fine Art Consultants

Thank you!!!

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