

## **City of Auburn Arts Commission**

### **2010 Auburn City Hall, Cheryl Sallee & Auburn Ave Theater Gallery Two-Dimensional Media Art Exhibition Programs**

The City of Auburn is seeking artists and/or artist groups working in two-dimensional media to exhibit their work at City of Auburn gallery spaces during 2010. The gallery season is presented by the City of Auburn Arts Commission. Artists and/or artists groups of diverse mediums are encouraged to apply, including but not limited to: paint, ink, pencil, mixed media, textiles, mosaic, glass, recycled materials, photography, calligraphy, collage, fiber art, etc. **Teaching artists are encouraged to apply in order to also instruct a class coinciding with the exhibit through the City of Auburn Parks, Arts & Recreation division.**

## **About the Galleries**

### **Auburn City Hall Gallery**

Professional artists and/or artist groups working in two-dimensional media are invited to apply for the 2010 schedule of gallery exhibitions at the Auburn City Hall Gallery. Exhibits are 4 to 5-week group shows (typically 2-3 artists or 1 artist group) with the space accommodating approximately 20-30 artworks total. The gallery is presented by the Auburn Arts Commission. The City Hall gallery is an open space in the main lobby and the hallway leading to City Council Chambers. Around the open gallery space are city office reception desks that are frequented by the public and city personnel. The gallery has professional Arakawa hanging system, gallery lighting, as well as ample natural light filtering in through tinted glass walls and atrium ceiling. Hours of operation: 8am - 5pm, Monday - Friday.

### **Cheryl Sallee Gallery Wall at the Auburn Senior Activity Center**

Professional artists working in two-dimensional media are invited to apply for the 2010 schedule of gallery exhibitions at the Cheryl Sallee Gallery. Exhibits are 8-week solo shows of approximately 8-12 pieces. The gallery is presented by the Auburn Arts Commission and Auburn Senior Activity Center. The gallery wall is located in the lounge area, just inside the main entrance of the Auburn Senior Activity Center. The Cheryl Sallee Gallery is outfitted with a professional Arakawa hanging system and gallery lighting. Hours of operation are 8am - 5pm, Monday - Friday, including various evenings and weekends, based on building rental activity (parties, weddings, banquets, etc).

### **Auburn Ave Theater Lobby**

Professional artists and/or artist groups working in two-dimensional media are invited to apply for the 2010 schedule of exhibits in the Auburn Ave Theater lobby. Exhibits are 8-week group shows (typically 2-3 artists or 1 artist group) with the space accommodating approximately 30 artworks total. The gallery is presented by the Auburn Arts Commission. The gallery is located in the theater's lobby, just inside the main entrance. The Auburn Ave Theater gallery utilizes wall hangers and general lobby lighting. Primary hours of operation are various evenings and weekends, based on building activity.

**Additional information on the Auburn Arts Commission and its programs  
please visit [www.auburnwa.gov/arts](http://www.auburnwa.gov/arts)**

## Exhibition/Application Information and Requirements

### Eligibility

Professional and emerging artists and/or artist groups working in two-dimensional media will be considered. Teaching artists are also encouraged to apply in order to also instruct a class coinciding with the exhibit through the City of Auburn Parks, Arts & Recreation division as part of the “Art with Artists” class/workshop series. **All work must be mounted or framed and ready to hang with wires. No exceptions. Artworks not ready to hang as required will not be exhibited.**

### Promotion

Exhibits are publicized through city-generated press releases, season brochure, postcards and the City’s web site at [www.auburnwa.gov/arts](http://www.auburnwa.gov/arts). Artists may choose to independently produce supplemental publicity and show cards. A Meet-the-Artist reception can be scheduled, but is not required.

### Liability

Artists are required to sign an “Agreement to Exhibit” liability waver. The exhibit spaces are not secured, and there is no insurance for objects submitted for exhibition. Artists may wish to carry their own insurance.

### Sales

Artists are encouraged to offer their works for sale, but are not required to do so. All sales are handled privately between the artist and the buyer. The City of Auburn Arts Commission does not take a commission on any works sold through the galleries.

### Hours of Operation

Hours vary. Please reference gallery descriptions above. All city buildings are closed on government holidays.

### Selection Process

A single selection panel of 5-7 people will select artists for all three exhibits. The panel includes City of Auburn Arts Commissioners, peer artists, community-at-large representatives, Auburn Senior Activity Center and Auburn Ave Theater staff.

### Exhibit Schedule

Exhibits will be scheduled immediately following the selection of artists in mid November. The first available exhibit date is February 2010. Although every effort will be made to accommodate artists’ preferred exhibition dates, we cannot guarantee availability of preferred exhibition dates.

### Exhibit Set Up

The time between exhibitions is predetermined and an installation date and time will be assigned, typically in the mid-morning. City of Auburn staff will install the artwork and artwork labels.

### Location of the Galleries

- The *City Hall Gallery* is located on the first floor of City Hall, 25 W Main Street, in downtown Auburn.
- The *Cheryl Sallee Gallery* is located in the Soroptomist Lounge, just inside the main entrance of Auburn Senior Activity Center, 808 Ninth St. SE in the Les Gove Community Campus.
- The Auburn Ave Theater is located in downtown Auburn at 10 Auburn Avenue.

**Application deadline: Monday, October 12, 5:00 p.m.** Submissions delivered after this date/time will be automatically disqualified for consideration. **This is not a post-mark deadline.**

**Submit to: Auburn Arts Commission Gallery Programs**  
**Auburn Parks, Arts & Recreation, 910 Ninth St. SE, Auburn, WA 98002**

**Required Application Materials** Please include all requested materials with application. Incomplete, or incorrect application packets will be automatically disqualified for consideration.

**Up to ten (10) numbered and labeled digital images, ONLY (please, no slides).**

- Preference of work completed in the last two years, and representing the *type* of work proposed for the exhibition.
- Artist groups to submit ten (10) numbered and labeled digital images that is representative of the diversity of work within the membership.

**Submit digital images on a CD-R computer disk.**

- Label the CD-R disk with name, contact information and number of images.
- Do **NOT** embed images into a PowerPoint file or similar application, or submit moving images or audio files.

**Image File Specifications**

- Submit only "High" resolution JPGs of 300 dpi or better. No GIFs, TIFFs or other formats.
- Images must be 1920 pixels on the longest side.
- Files must be less than 5MB

**Digital File Labeling**

- Files must be titled with a number indicating the viewing order, followed by the artist's last name. or the name of the artist group The numbers must correspond to the accompanying Annotated Image List (see below).
- Use "0" in front of single digit numbers. Do not use more than 30 characters, and use only letters, numbers and underscores. **Example: 01\_Smith; 02\_Smith**
- If using Mac OS 8 or 9 include a ".jpg" extension at the end of each image title:  
**Example: 01\_Smith.jpg**

**Annotated Image List** - a printed sheet of information with artist's name and telephone number, email, title of artwork, medium, date of artwork, size and the corresponding image number.

**Resume** detailing exhibition history and an artist's statement.

**Date Preference** - You are encouraged to indicate the months of year that you would prefer to exhibit your work, if selected, but are not required to provide. If you do have preferences, please list three options. We try to accommodate but cannot guarantee.

**Gallery Preference**-indicate your preference if you wish to show at City Hall Gallery, Cheryl Sallee Gallery or no preference.

**Other Important Application Requirements:**

- Please use only standard white paper for printed materials. Do not use colored stock or special stationary for annotated lists and resumes.
- Please, do not staple any of your materials together. Paper or binder clips are sufficient.
- *Do not* submit original artwork! Printed photographs and original work cannot be accepted as a substitute for digital images in the selection process. If you need assistance documenting your work into a digital file, please do not hesitate to contact Maija McKnight at [mmcknight@auburnwa.gov](mailto:mmcknight@auburnwa.gov) or 253-804-5043.
- If your disk has more than 10 images, only the first 10 will be reviewed by the selection panel.

**If your artwork is selected...**

The artist/artist group agrees to allow the City of Auburn Arts Commission to reproduce and use a minimum of one of the submitted images (or other provided by artist) and other submitted materials for the purpose of education, promotion and publicity of the 2010 exhibition programs, the 2010 arts commission schedule of events and programs, and the 2010 gallery programs. Submission of one application constitutes agreement to use the artists' materials in this way.

**For more information or to receive a copy of the 2009 season brochure contact:**

Maija McKnight, Visual/Public Art Coordinator  
253-804-5043 or [mmcknight@auburnwa.gov](mailto:mmcknight@auburnwa.gov)

Laurie Rose, Cultural Arts Manager  
253-804-5057 or [lrose@auburnwa.gov](mailto:lrose@auburnwa.gov)

Auburn Parks, Arts & Recreation Offices  
253-931-3043 Front Desk  
[www.auburnwa.gov/arts](http://www.auburnwa.gov/arts)  
910 Ninth St. SE, Auburn, WA 98002  
Mon-Fri, 8am-5pm.

**The holy grail is to spend less time making the artwork than it takes people to look at it. - Banksy, artist**