



## Works/San José Exhibition Application Instructions

Revised February, 2020

Before starting an application, please read the document “Works Exhibition Criteria” at [www.workssanjose.org](http://www.workssanjose.org), and don’t hesitate to talk with Works Board members for feedback on ideas, practical issues, materials, etc.

### GUEST CURATOR PROGRAM

This program is responsible for the content of most of the exhibitions at Works/San José, and allows Works to present a broad variety of viewpoints and creative statements. Applications to this program must have a minimum of three (3) exhibiting artists. An applying curator may also be an artist in a proposal. Selection is by Works Board of Directors.

Applicants should strive to be knowledgeable and informed about curatorial practices, but previous curatorial and exhibit experience is not required. Exhibitions at Works/San José are unique professional development opportunities in which artists and curators are often mentored by Works volunteers through the production of their exhibition. While collaborative and participatory, the intellectual content of the exhibition is solely that of the artists and curator.

Previous guest curators are ineligible to apply for two (2) years. Artists may participate in one group exhibition per year, NOT counting the Member Show and Benefit Auction. Board members of Works/San José may not apply or be proposed as exhibiting artists. Other exceptions might be made for artists, such as for open community calls, on a case-by-case basis.

Proposals must include the artist selection method and criteria, including any restrictions (in narrative) or proposed fees for artists (in budget).

#### Notes on exhibition concepts:

Works favors exhibitions that cross boundaries and facilitate dialogue and understanding between diverse populations.

A concept can be culturally, socially, naturally, scientifically, or politically based on an issue or identity. It can be community or media based. The concept should extend conversations on topics in new and unique ways.

Keep in mind that the presentation of ideas that foster interaction is the primary way that Works seeks to identify and distinguish itself from other institutions.

**Applications are currently accepted at any time. There are no application or acceptance fees.**

Please submit proposals as one PDF by email to [gALLERY@WORKSSANJOSE.ORG](mailto:gALLERY@WORKSSANJOSE.ORG) and include the following:

#### 1 CONTACT AND PARTICIPANTS

1 page maximum

Proposal name, curator(s) name(s) and contact information. Include email, phone, and mailing address.

Participants: List the curator(s), artists, performers, and/or other individuals or groups participating in the proposed exhibition.

#### 2 PROPOSAL NARRATIVE

1 page maximum

Proposed title of the exhibition/performance

Concept: The intellectual statement and content of the exhibition, which is supported and exemplified by the work of the proposed artists.

Audience Engagement: Describe how this exhibition will engage the community in dialogue.

Outreach Project: Describe your proposed outreach event.

#### 3 EXHIBITION DESCRIPTION

1 page maximum

Physical Description: A literal explanation or list of the materials involved, spatial requirements, installation techniques, equipment and/or technical requirements, and any other special needs.

Installation Budget: List the materials needed for realizing the exhibition itself (not the artwork), and anticipated costs of these materials. Include installation materials or equipment you might acquire or use at no cost. Include funding sources if you are seeking any.

An exhibition layout/floor plan may be included on another page if desired.

#### 4 DOCUMENTATION OF WORK

Include 6 to 25 images that showcase the work of the proposed exhibiting artists. These images may include installation views and details of individual pieces.

Caption each image with the artist’s name, title, date completed, dimensions, and medium. Multiple images can be presented on each page. Be sure that photos and PDF settings allow for clear viewing of the art.

If you are proposing work that is unfinished, please provide examples of similar past work and any other plans, sketches, diagrams, etc. that would help to visualize the finished work.

#### 5 RÉSUMÉS AND ARTIST’S STATEMENTS

A current résumé or curriculum vitae should be included for each curator and proposed exhibiting artist. In the case of large groups or open calls, please provide a complete

description of the group or organization. Individual artists statements may also be included if desired.