

Exhibition Guidelines for Artists

Please provide the following for our website, information binder and advertising:

Curriculum Vitae	
Artist Statement	300 words, (approx.)
Biography	200 words, (approx.)
Image(s) for poster	High resolution jpeg
Images and price list created in a table format	Title, Size, Medium, Year, Price
Media release statement	2- 3 short sentences 20 words (approx..)

Installation: Artists are expected to assist the Gallery team with installation of their show. Framed work needs 'D' rings installed. Please discuss this with the curator.

Marketing:

- The poster image is designed by our Graphic designer in collaboration with the Artist and Curator.
- The Gallery will provide a finished layout for the exhibition poster/rack card which includes the Artist's image(s). The jpeg poster/rack card will be used by the artist(s) and Gallery for Social Media.
- The Gallery will provide and circulate a media release on its Facebook and Instagram sites.
- The Artist is responsible for the printing costs of the posters/rack cards including those they request.
- The Gallery sends information about the exhibition to: Black Press, Tourism Victoria, BC local news, Arts Victoria, Go BC arts, Times Colonist, Shaw TV, CHEK news, Senior Living, Harbour Living and Vancouver Island School of Art newsletter.
- All other promotion is the responsibility of the Artist.

Insurance:

- It is the artist's responsibility to insure their artwork in transit to and from the Gallery and while on exhibition in the Gallery.

Gallery Hours & Hosting:

- The Gallery is open on Tuesdays, Thursdays and Saturdays: 10am -2pm during the 3-week exhibition run.
- The Artist is required to host the Gallery every Saturday, plus either Tuesday or Thursday each week of run.
- Additional Open days can be negotiated if the Artist agrees to sit the Gallery.
- Artists are expected to provide a substitute if they are unable to sit.

Art Sales and Gallery Commission:

- The Artist will arrange any sales directly with the purchaser. (Gallery provides red dots)
- The Artist will provide 15% of any sales to St. Matthias Church, within 15 days of the show's closing.

Artist Talk:

- The Gallery invites each Artist to give an Artist Talk for 10-30 minutes .
- The Gallery will provide an audio visual system if required.

Opening Reception: 6:00pm- 8:00pm on Fridays.

- Artists are expected to provide light snack food for Opening Reception.
- Gallery will provide glasses, napkins and a non alcoholic punch.
- Artists are expected to arrive one hour prior to the Opening to help with set up.
- Artists are required to help with clean up following opening reception.

Take Down: The exhibition comes down the last Saturday of the agreed exhibition dates at 2:00pm in joint effort by the Artist and Curator.

Mutual Decisions: The Artist and Curator work together to organize the exhibition. In case of uncertainty the Gallery Curator will make the final decision.