**The Studio Gallery**

B144, Duncan McArthur Hall

Queen’s University

511 Union Street W.

Kingston, ON K7M 5R7

**Exhibition Proposal Form**

**About The Studio Gallery**

The Studio Gallery in Duncan McArthur Hall (Faculty of Education) supports a variety of arts activities generated by faculty members, graduate students, teacher candidates, and community members. The Studio Gallery is currently overseen by the Arts Infusion Committee, whose mandate is to enhance arts engagement within the Faculty of Education.

**Call for Proposals**

The Arts Infusion Committee continuously invites proposals from community artists, Queen’s students, and educators who wish to exhibit in The Studio Gallery. Artists and Queen’s University students are welcome to submit proposals for solo or group exhibitions. Educators are invited to submit proposals for exhibitions of student artwork.

**Exhibition Agreement**

Exhibiting in The Studio Gallery is **free**, but exhibitors are expected to engage with the Faculty of Education community through, for example, workshops, artist talks, reception events, or other educational activities. To be accepted, exhibition proposals must clearly outline opportunities for community engagement and learning.

Exhibitions are scheduled in either two-week or four-week blocks, depending on the nature of the exhibition and the availability of the gallery. Exhibitors are responsible for setting up and taking down the exhibition within their allotted time block and must provide their own hanging/presentation materials. Some basic tools and materials (e.g., hammers, pliers, plinths) may be available upon request. The Arts Infusion Committee will assist with access to the gallery space and any special permissions related to hanging/taking down the show.

The Studio Gallery is available for use Monday to Friday, from 9AM to 9PM. Exhibitors are responsible for setting their own exhibition hours (with prior approval from the committee) and minding the show during those hours. Please note that the gallery cannot be left open and unattended at any time.

Exhibitors are responsible for planning and facilitating any events or activities associated with the exhibition (e.g., receptions, workshops, etc.). The Arts Infusion Committee will assist with these events as needed and cover some material and marketing costs (to be discussed with the committee). Any materials for these events paid for by the Arts Infusion Committee must be approved before purchase.

Please note that the Arts Infusion Committee/Studio Gallery is not financially responsible for any lost, stolen, or damaged artwork. Exhibitors and/or exhibition volunteers will be responsible for ensuring that the gallery doors are properly closed and locked after each sitting and/or event. The committee cannot monitor who enters/leaves the gallery at all times as many faculty members and staff have access to the room.

**Exhibitor Information**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Email Address** |  |
| **Phone Number** |  |
| **Position**  (e.g., artist, student, community educator, K-12 teacher) |  |
| **Affiliation**  (e.g., school/institution, Faculty/program, community group, self-employed, etc.) |  |
| **Short Bio (100 words or less)** |  |
| **Website and/or Social Media *(optional)*** |  |

**Exhibition Information (Please answer all of the questions)**

|  |  |
| --- | --- |
| **Title and Purpose** | |
| *What is the title/theme of your exhibition? (This can change later on)* |  |
| *Why are you interested in hosting this exhibition in The Studio Gallery?* |  |
| **Timeframe** | |
| *Do you wish to exhibit in the gallery for* ***two weeks*** *or* ***four weeks****?* |  |
| *Do you have a preferred month/year for the exhibition? (Please note that we may not be able to accommodate you during your preferred time)* |  |
| **Artworks** | |
| *Are you exhibiting your own or someone else’s work? Do you have permission to exhibit the works?* |  |
| *What types of artworks are you intending to exhibit? (e.g., paintings, sculptures, multimedia works, etc.)* |  |
| *How many artworks (approximately) do you intend to include in the exhibition?* |  |
| **Community Engagement and Learning** | |
| *How do you plan to engage the Faculty of Education community and other audiences in learning through this exhibition?* |  |
| *How do you think audiences will benefit from these learning opportunities?* |  |

**Please return the completed proposal form to the committee at** [**educarts@queensu.ca**](mailto:educarts@queensu.ca)**. We also ask that you attach 5-10 images of sample artworks and complete the information below. Please label each image file with the corresponding number.**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Artwork Title** | **Medium** | **Dimensions** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |
| **9** |  |  |  |
| **10** |  |  |  |

We thank you for your interest in The Studio Gallery. The Arts Infusion Committee reviews proposals on an ongoing basis and will respond to your application as soon as possible.