

# MULTNOMAH ARTS CENTER GALLERY

## PROCEDURES FOR SUBMISSION OF ARTWORK



### REQUIREMENTS

- The artist must be an Oregon resident, or Washington resident in the Portland Metro Area.
- Artwork must be original work and hand-made by the artist. See Acceptable Media list for details. Giclées, commercial reproductions, commercial molds, and similar reproductions will not be accepted.

### SUBMISSION GUIDELINES

For digital submissions, please follow the instructions below exactly. If you have any questions about the format of your submission, please call or email Gallery Specialist, Jaye Campbell: [jaye.campbell@portlandoregon.gov](mailto:jaye.campbell@portlandoregon.gov)

The Multnomah Arts Center Gallery strives to reflect the values of MAC's greater artistic community. People of all color, abilities, age, nationality, religion, sexual orientation, and gender identity are strongly encouraged to submit artwork.

### INCLUDE THE FOLLOWING

- **Résumé and Bio**—A current résumé and/or one page biography. For group show: a current résumé and/or one page biography from each artist.
- **Brief Artist Statement**—An artist statement that discusses your connection to the places, community, people or ideas in submitted work.
- **Documentation of Work**—Include examples of your most recent work or work that relates most closely to the work you expect to show. All images must be in JPEG format (.jpg or .jpeg), and sized to 1024 pixels (14.222 inches at 72dpi) on the longest side. **Label images with:** artist's last name, first initial, underscore, number on the image (example: smithp\_1.jpg). **Solo artists:** submit 10 images. **Group shows:** submit up to 20 images representing the participating artists.
- **Artists Working in New Modes or Genres** (performance art, conceptual art or other forms which require non-traditional use of exhibit space/time) should submit documentation which relates to the nature of their work and may include a combination of a CD of .jpg images, DVD, audio CD and/or manuscript. These should be accompanied by written material clearly explaining the artist's intention.
- **An Image List**—Image list must include the artist's name and contact information at the top of the page; then list the title, media, dimensions, price, and year made. The number of each entry on this list should correspond to the .jpg file name.
- **Images in a PDF format, or images in a zip file, will NOT be reviewed by the jury.**
- **Email your submission to [jaye.campbell@portlandoregon.gov](mailto:jaye.campbell@portlandoregon.gov).**
- **Hand delivering or sending via regular mail**—Save .jpg files on a CD; image list and résumé as PDFs or Word documents on the CD. Label the disk with your name, MAC Gallery Submissions and the year. Send submissions via regular mail or hand deliver to the address below. Include a self-addressed envelope for return of submission materials.

**SUBMISSION DEADLINE—9 pm, September 1, 2019**—Ensure your mailed proposals are delivered by the deadline date, postmarks will be checked.

MAC juries once-a-year jurying to determine the following calendar year of exhibits. The jury will review all applications in September and determine which artists will be accepted to exhibit in the gallery. The jury's decisions are based on a variety of criteria including artistic excellence, content, craftsmanship, professionalism, marketability, and educational value.

*To help ensure equal access to City programs, services, and activities, the City of Portland reasonably provides: translation and interpretation services, modifications, auxiliary aides and services, and alternative format. Contact MAC's director to request any accommodation: 503-823-2284.*

*For additional information please email Gallery Specialist: [jaye.campbell@portlandoregon.gov](mailto:jaye.campbell@portlandoregon.gov)*

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MULTNOMAH ARTS CENTER

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