



## Gallery Submission Guidelines | 2016

### ABOUT US

The Fernie Museum and Visitor Information Centre is located in historic downtown Fernie in a newly renovated heritage building originally built for the Home Bank in 1909. The gallery on the second floor, features solo and group exhibitions by local, regional, and national artists, as well as local and touring historical exhibits. Gallery programming aims to promote professionalism and foster appreciation for arts and culture and bring awareness to the museum's wealth of archival and artifact material. Submissions should clearly relate relevance to the Fernie & District Historical Society's mandate: To actively promote through exhibitions and programming the knowledge, appreciation and understanding of the history of Fernie and region.

### SUBMISSIONS

**Proposal/ Project Description** | A clear and concise description (750 words or less) of the proposed exhibition, describing in detail the concept and focus of the proposed exhibition and listing any requirements. A meeting with museum staff should be arranged.

**Portfolio** | Images: 10-15 digital images of the work you are proposing to exhibit saved as jpg files on a CD or via email, or 5 minutes of video footage on a DVD, if appropriate. All images must be numbered and labeled and accompanied by a corresponding image list (which includes title, date, medium, dimensions). Do not send original works of art. Please do not submit a website address in lieu of digital files.

**Artists Statement** | 750 words or less describing the focus of your recent work and your objectives.

**Biography** | 250 words or less and a head and shoulders promotional photograph

**Current CV** | Maximum 3 pages summarizing relevant training, related teaching or employment experience, artistic accomplishments and public presentations of work. Also include mention of awards and scholarships, and a bibliography of reviews and articles. Be sure to include your name and contact info.

Please submit all text documents as electronic files as PDF. Submitted material will only be returned if accompanied by a self-addressed, stamped envelope.

### DEADLINE

Submissions must be received by June 1, 2015 for consideration for the 2016/17 exhibition schedule. Submissions received after the deadline will be considered for the 2017/18 exhibition program. The Gallery Committee will acknowledge receipt of the proposal by email and provide a written update on the submission following its first meeting in July 2015.

## GENERAL GUIDELINES

When considering proposals, the Fernie Museum Gallery Committee looks for specific relevance to our mission statement. In addition the gallery committee will look at artistic vision, diversity and merit. Submission acceptances may take up to 6 months. If submitting a group proposal, include a C.V., artist's statement and bio for each artist; the portfolio and inventory should contain the collaborative work produced by the group.

If you are proposing an exhibition for which the work has not yet been realized or made, contact our Museum Staff to discuss your project before submitting a proposal. Artists and Curators working in any medium or discipline are eligible to apply.

## EXHIBITION GUIDELINES

**Transportation** | Presenters will be responsible for delivering and picking up their work for the exhibit. The Fernie Museum will take care of any sales transactions.

**Installation** | Museum staff will install and take down the exhibit in consultation with the presenter.

**Promotion** | The Fernie Museum will advertise and promote your exhibit through our currently established channels (Fernie Museum web site, social media channels, membership mail out, posters and community events listings). Should the presenter wish to advertise in a broader method it is at the expense of the presenter.

**Opening** | Artist/Curators will work with Fernie Museum staff in planning an opening for the exhibit.

**Public Hours** | With the exception of a few statutory holidays, the Fernie Museum is open everyday from 10:00 am to 5:00 pm for public viewing of the exhibited works.

## SALE OF ART

All sales are conducted through the museum.

Pieces must be ready to hang, and clearly labeled. An inventory list of the works included in the show must be sent to the Fernie Museum one month prior to the opening of the exhibit; the inventory must include the title, medium, dimensions and value (please indicate NFS beside each work that is not for sale).

At the close of the exhibit, the Fernie Museum will pay out the sales revenue minus a 25% commission.

## CONTACT INFORMATION

Submissions can be directed to:

Fernie Museum | Gallery Committee  
PO Box 1527 | 491 2<sup>nd</sup> Avenue  
Fernie, BC V0B 1M0  
Email: [director@ferniemuseum.com](mailto:director@ferniemuseum.com)

Please direct inquiries to:

Ron Ulrich, Director-Curator  
Phone: 250.423.7016, ext 2  
Email: [director@ferniemuseum.co](mailto:director@ferniemuseum.co)