



## Call for Proposals

Vancouver Civic Theatres  
Visual Arts Gallery Program 2023

Issued by: Vancouver Civic Theatres, City of Vancouver

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### Timeline

Date	Event
Thursday, April 28, 2022	Call for artists announced
Monday, May 16, 2022 at 6pm	VCT Gallery Tour & Info Session at the QET
Wednesday, June 29, 2022 at 5pm	Application deadline
Early August 2022	Shortlisted artists selected; additional materials shall be requested from artists as needed. Interviews may be conducted during this time.
Late August/Early September 2022	Successful artists notified



## Description

Vancouver Civic Theatres (VCT) invites local visual artists to apply for our gallery program offering group exhibition opportunities in 2023. The program provides artists with the opportunity to display work throughout Queen Elizabeth Theatre Lobbies at no charge. Artists will be paid an exhibition fee in accordance to the CARFAC fee guidelines, section A.1.6.

Exhibitions take place in the QET's heavily trafficked lobby spaces, and will be available for viewing during show times for ticket holders, which can exceed over 20,000 patrons in any given week. There will also be opportunities for community engagement activities such as open houses or artist talks, pending venue availability.

The intake for this program is held annually. For 2023, VCT will select up to eight artists or four collectives to display at the Queen Elizabeth Theatre on a seasonal basis starting in January 2023. Available exhibition slots include January-March, April-June, July-September, and October-December.

Emerging, mid-career, and established Vancouver-based visual artists are welcomed to apply. Preference will be given to artists who have not shown work at a VCT venue in the past three years. Artists and collectives may submit only one application per year.

## Objectives

The VCT gallery program provides a paid exhibition opportunity to local visual artists. This program seeks to inspire participation and relationship building, where art becomes a catalyst for individual and community engagement.

The program encourages artists and collectives to showcase their talent by providing a stable exhibition site. The program is intended to serve as an opportunity for both the artist(s) and community visitors to experience and share in the work of emerging and/or experienced artists.

## Roles & Responsibilities

This program is a partnership between VCT and the Artist/Collective with responsibilities as follows:

### *VCT shall:*

- Provide a shared gallery/exhibition space within the QET lobbies
- Provide a \$700 honorarium for each exhibiting artist

- Provide a professional and secure rail hanging system in exhibition spaces
- Promote the artist(s), their work, and the program through our various marketing and communication channels
- Share joint copyright of the project documentation with the artist(s)
- Provide administrative assistance with scheduling load in and load out
- Provide an installation assistant for up to 4 hours
- Provide an exhibition didactic panel and title cards for each piece
- Maintain rail hanging system and lighting as needed
- Work with the selected artists or collectives to schedule an educational or community event during the exhibition, such as a gallery talk, panel discussion, or art workshop, subject to theatre availability and budgetary restrictions

*Artist/Collective shall:*

- Be a visual artist/collective based in the Metro Vancouver area, including:
  - Anmore, Belcarra, Bowen Island, Burnaby, Coquitlam, Delta, Electoral Area A, Langley, Lions Bay, Maple Ridge, New Westminster, North Vancouver, Pitt Meadows, Port Coquitlam, Port Moody, Richmond, Surrey, Tsawwassen First Nation, Vancouver, West Vancouver, and White Rock.
- Provide original 2D ready to hang artwork with D-rings
  - A limited amount of 3D work may be considered as space is available
- Provide an artist statement and short biography for the exhibition didactic panel
- Be responsible for the transportation, installation and removal of all artwork
- Ensure artwork is secured and maintained as needed during exhibition
- Complete any administrative duties pertaining to public inquiries
- Ensure that the content of all images is family-friendly in consideration that the QET is a public space venue
- Provide insurance for artwork during the exhibition (optional)
- Work with VCT to schedule a community event during the exhibition (optional)
- Adhere to timelines as required

### Application Requirements

Please submit the following:

- Current CV including home address
  - Maximum 1 page per artist
  - Maximum 2 pages per collective
- Artist statement of interest
- Support materials (see description below)



## Support Materials

You must include the following with your application:

- Two professional reference letters that can speak to your artistic practice and support your capacity to fulfill the requirements and objectives of the program
- 5-10 images of the actual work to be shown
  - In jpeg format at 300 dpi or less
  - Not to exceed 2MB each
  - Provide a documentation list that corresponds with the file names
  - Label images with a number indicating viewing order, followed by the artist's last name.
  - Start the number of the first nine images with a zero  
For example: 01\_Smith.jpg
  - Please note: Mac users must include “.jpg” at the end of each image file

## How to Apply

Submit by e-mail to [emily.carvellhelm@vancouver.ca](mailto:emily.carvellhelm@vancouver.ca) by June 29, 2022 at 5:00pm

Subject line: QET Gallery Proposal – *Your Name*

Please zip all documents into one folder

## Do Not...

- Submit original artwork, framed reproductions, slides, VHS or other mediums
- Exceed the specified limit of images, files or pages – additional material will not be forwarded to the jury
- Exceed 20 MB in the total size of all attachments. Attachments larger than 20MB will be rejected by the City of Vancouver's email system
- Use hyperlinks to internet sites for your images
- Include plug-ins, extensions or other executables that need to be downloaded or installed
- Embed images in documents (e.g. do not embed images into MS Word documents or in the body of an email)

## Assessment

Successful candidates will be selected by a juried process during the dates indicated in the timeline. The jury shall be comprised of:

- Artists
- VCT staff



- Community members

Assessment will be based on the following:

- Project vision and alignment with VCT goals and mandates including, but not limited to:
  - Community engagement
  - Equal opportunities for artists
  - Sustainability
  - Access to space for artists and collectives
- Artistic merit based on previous work
  - As indicated in CV, submitted support materials, etc.
- Agreed understanding of requirements and adherence to timelines as described above
- Suitability of artist material and content in the QET lobbies
- Final selections may be based on interviews with short-listed artists

We are committed to engaging artists that represent the community we so proudly serve. Indigenous applicants, people of colour, all genders, LGBT2Q+ and persons with disabilities are encouraged to apply. Accommodations will be provided upon request during the selection process.

### Application Checklist

- CV
- Artist Statement
- Two Reference Letters
- 5-10 Images
- Image Documentation List

If you require further information please contact [emily.carvellhelm@vancouver.ca](mailto:emily.carvellhelm@vancouver.ca).

*Thank you for your application. Please note that only applicants who are short listed will be contacted.*