



Call for Proposals

Vancouver Civic Theatres Visual Arts Program 2024

Issued by: Vancouver Civic Theatres, City of Vancouver

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Timeline

Date	Event
Wednesday, April 26, 2023	Call for artists announced
Saturday, May 6, 2023 1-4pm	Visual Arts Open House – Queen Elizabeth Theatre
Wednesday, June 14, 2023 at 5pm	Application deadline
Early August 2023	Shortlisted artists selected; additional materials may be requested from artists during this time.
Late August 2023	Successful artists notified



Description

Vancouver Civic Theatres (VCT) invites local visual artists to apply for our gallery program offering group exhibition opportunities in 2024. 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 in Other Public Places.

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 may also be the opportunity to participate in a community engagement activity such as an open house or artist talk, pending availability.

The intake for this program is held annually. For 2024, VCT will select up to eight individual artists or four collectives to display at the Queen Elizabeth Theatre on a seasonal basis starting in January 2024. Available exhibition slots include January-March, April-June, July-September, and October-December.

Emerging, mid-career, and established Vancouver-based visual artists and collectives are welcomed to apply. Collectives may be made of 2-3 artists who intend to display work as a cohesive group. Preference will be given to artists who have not shown work at a VCT venue in the past three years. Artists and collectives may only submit one application per year.

Visual Arts Open House

Saturday, May 6, 2023 from 1:00pm-4:00pm at the Queen Elizabeth Theatre

We welcome all artists who are interested in submitting a proposal to join us at the Queen Elizabeth Theatre (630 Hamilton St.) for a Visual Arts Open House. This public event offers an opportunity to view the exhibition space and ask questions.

Please email Emily Carvell Helm at emily.carvellhelm@vancouver.ca to RSVP.

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 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
- Design and print 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 when possible, such as an open house, artist talk, or art workshop

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 attached
 - 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)



- Adhere to timelines as required

Application Requirements

Please submit the following:

- Current CV (maximum 1 page per artist) including:
 - Home Address
 - 2 Professional References
- Artist statement of interest (up to 500 words)
- Support materials
 - 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 with the name and size of each work 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 by June 14, 2023 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 on page 1.

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
- Agreed understanding of requirements and adherence to timelines as described above
- Suitability of artist material and scale of work in the QET lobbies

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 with home address and 2 professional references
- Artist Statement of Intent
- 5-10 Images
- Image Documentation List

If you require further information please contact emily.carvellhelm@vancouver.ca.

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