

*The Commons
Arts Program
Presents*

Gallery Submission & Guidelines

For The Commons Galleries and Beyond

Mission Statement

The Galleries at The Commons are unique spaces dedicated to exhibiting artwork from the UMBC students, faculty, staff, and alumni in a variety of mediums.

We also encourage and provide a learning opportunity for students to acquire the skills and experience of exhibiting in a gallery. Through diverse shows, cultural exhibits, collaboration with the art department, and programs related to current exhibitions, the gallery environment promotes appreciation, understanding, and growth to patrons of The Commons.



The Gallery on Upper Main
Offers 591 inches of exhibition space in three sections; 311", 80", 200".



The Mezzanine Gallery
Offers 500 inches of exhibition space.

Shows & Events

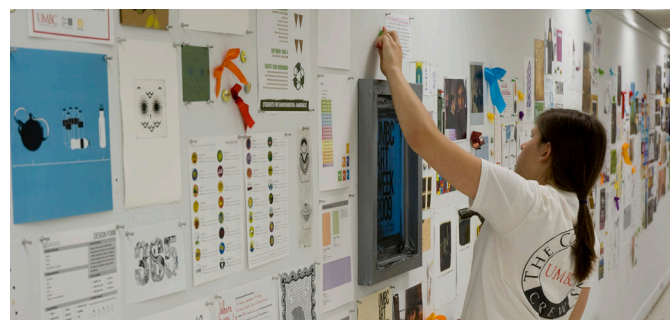
Solo Shows

Students, Faculty, and Staff are welcome to curate their own personal show in either of the gallery spaces.



Group Shows

Students, Faculty, and Staff may also curate shows containing multiple artists. The curator can choose to have their work be featured in the show as well.



Art Week

Art Week is an annual week-long event held in the spring semester. Art Week celebrates visual, performing, musical, cultural, and multi media art. Events include two gallery shows featuring work from the UMBC community, live art demos, musical events, theatre and dance events, and much more. For more info on becoming involved with Art Week, contact commonvision@umbc.edu.



Alumni Shows

Alumni from any discipline are encouraged to show their current work in The Commons Gallery Spaces. Several alumni artists working and living in Baltimore, have shown work that they have created post-college.



Class Shows

Teachers and instructors can feature the work of one or more of their classes. The class can be from current or past semesters. The Commons Galleries have shown work from Photography and Social Work classes.





Who can submit?

Anyone can submit to The Commons Gallery Spaces as long as they are part of the UMBC community. This includes students, faculty/staff, alumni, student organizations, clubs, teams, classes, and more. To find out if you are eligible contact commonvision@umbc.edu

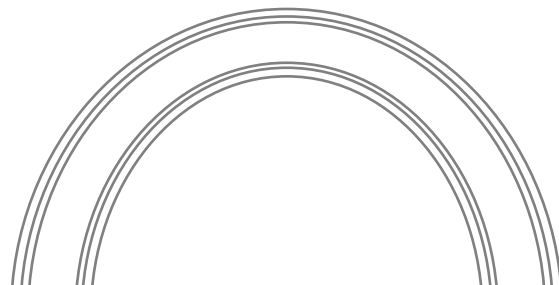
What can I submit?

Typically we only display 2D work, but we are willing to accommodate you if you have any mixed media or sculptural pieces. But, we are open to new and out of the ordinary ideas.

All artwork is prohibited from displaying nudity, profanity, or hurtful subject matter. The Commons is a public building with visitors from different backgrounds, and we must be respectful of this. If there is a question about what falls under these categories, please ask to have your work evaluated.

When should I submit?

Our gallery shows are on a first come first serve basis, and usually fill up at the beginning of the semester. There are always openings, so check with us when you think you might want to show.



Do I need an artist statement?

Artists are encouraged to submit an artist statement or purpose statement with each show, but it is not required. You may submit a Microsoft Word document of about 300 words. Typically, we set up and print a 20x30 artist statement, but are willing to work with the artist if they would like a particular look for their statement. For more information on writing an artist statement turn to page 11.

Where do I submit?

You can pick up a submission form at commonvision, and it's encouraged that you email commonvision if you have any questions. You will need to submit a proposal and examples of work when you submit the request. Your request will be considered and you will be contacted within a few weeks if your show has been accepted. At that time, you will know when and where to drop off your work.

Why should I submit?

As an up and coming artist, showing your work or curating a show is a great opportunity to get your name out there. It is also a great resume booster when applying to internships and jobs. Showing in The Commons is an opportunity to have hundreds of people see your work on a daily basis. Not only do students frequent The Commons; but professors, administration, visitors, and future students as well.

Have more questions?

Contact [commonvision](mailto:commonvision@umbc.edu) at commonvision@umbc.edu

*Submitting
to Galleries
in Baltimore*

Galleries in Baltimore

Below is a list of galleries in Baltimore, but there are many more out there, as well as coffee shops and restaurants that offer exhibition space. It is a good idea to call/email to ask if there are any openings for shows. Also check their websites for 'Call For Artists'.

- Metro Gallery
- Current Gallery
- Maryland Art Place
- The G-Spot
- School 33
- The Creative Alliance
- Charm City Art Space

Online Resources

<http://bmoreart.blogspot.com> With a couple posts a week, B More Art will keep you up to date with the smaller and more local gallery openings and events in Baltimore. They also post reviews and call for artists.

<http://thebmoreartlist.blogspot.com/> The B List is an alphabetical listing of artists and art organizations with websites in the Baltimore area. They often post call for entries from galleries in and around the Baltimore area.

www.bop.com The Baltimore Office of Promotion & The Arts puts on Artscape, that should be enough to browse their website. They list jobs, internships, grants, festivals and call for artists. This is your one stop shop for all of the State funded art events.

www.msac.org With a celebrated record of commitment to innovation, collaboration and leadership in the arts reaching back four decades, the Arts Council was founded to encourage and invest in the arts for all Marylanders. With a strong record of support for artists, arts programs and organizations, MSAC continues its work to build an even stronger creative community.

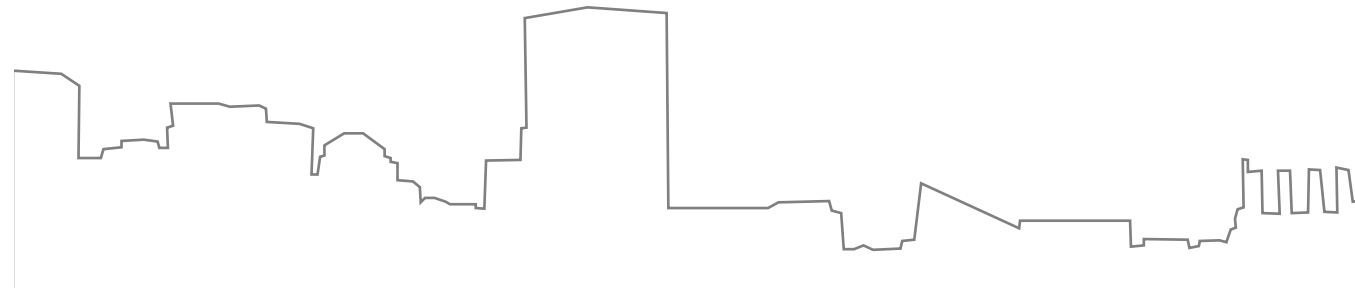
Annual Arts Events in Baltimore

Artscape – artscape.org Artscape is America's largest free arts festival, attracting 350,000+ attendees over three days. Artscape features 150+ fine artists, fashion designers and craftspeople; visual art exhibits on and off-site, including exhibitions, outdoor sculpture, art cars, photography and the Janet & Walter Sondheim Prize; incredible live concerts on outdoor stages; a full schedule of performing arts including dance, opera, theater, film, experimental music and the Baltimore Symphony Orchestra; family events such as hands-on projects, demonstrations, competitions, children's entertainers and street theater; and a delicious, international menu of food and beverages that is available throughout the festival site. Artscape's total economic impact on Baltimore City is \$25.97 million.

Maryland Film Fest – md-filmfest.com Maryland Film Festival is an annual four-day event that takes place the first weekend of each May, presenting top-notch film and video work from all over the world. Each year the festival screens approximately 50 feature films and 75 short films of all varieties -- narrative, documentary, animation, experimental, and hybrid -- to tens of thousands of audience members.

48 hour film fest – 48hourfilm.com/baltimore The 48 Hour Film Project is a wild and sleepless weekend in which you and a team make a movie—write, shoot, edit and score it—in just 48 hours. On Friday night, you get a character, a prop, a line of dialogue and a genre, all to include in your movie. 48 hours later, the movie must be complete. Then it will show at a local theater, usually in the next week. In 2010, nearly 40,000 filmmakers made 3,000 films in 80 cities on five continents.

Trans Modern Festival – transmodernfestival.org Transmodern is a festival of provocative works by cultural experimenters from Baltimore and the World. The artists defy traditional genres and embrace radical innovation through transmedia. The organizers promote / celebrate the diversity of experimental culture by highly representing artists from the following groups: women, ethnic minorities, gays and lesbians, the radical subculture.



When You Have A Show

Asking The Right Questions

Once you gain the opportunity to show your work, you are going to want to ask a few questions that are gallery specific: What can/can't I submit? What do you require for an artist statement? Do you provide any promotional materials? What do you need from me in terms of installation? When should I drop off/pick up the work? Are you planning on selling the work? Do you insure the work?

Writing an Artist Statement

Writing an artist statement is difficult, and takes practice. Make sure that you are being concise and meticulous. Never worry about making it long or short enough, or including too many heavy topics and big words. Write your statement so that everyone can understand your intentions and motivations.

Before you begin, make sure you ask the gallery or publication that you are submitting to, what they prefer. They may have a word limit, writing style you are not used to, or they may not want a statement at all.

There are a lot of online resources to help artists with statements, and it may be helpful to look at other artist's statements on gallery or museum websites. Visiting websites like The Abundant Artist (<http://www.theabundantartist.com/how-to-write-an-artists-statement-that-doesnt-suck/>) can help you get started. The Abundant Artist also has a lot of posts about selling your work and becoming a professional artist.

There are also many placed on campus that can help you with writing your artist statement. The Writing Center (http://www.umbc.edu/lrc/writing_center.htm) is located on the third floor of the Academic IV Building. Not only can their tutors help you with

your statement, but they can also assist you with papers, resumes and applications.

Peer-to-peer critique is a great way to get feedback. Many times peers are more willing to share their true thoughts with you, and know you better than a tutor or teacher would. Make sure you are asking friends who you trust and who have strong writing skills. You may also want to ask an English teacher if they have any students who may be interested in proof reading your statement.

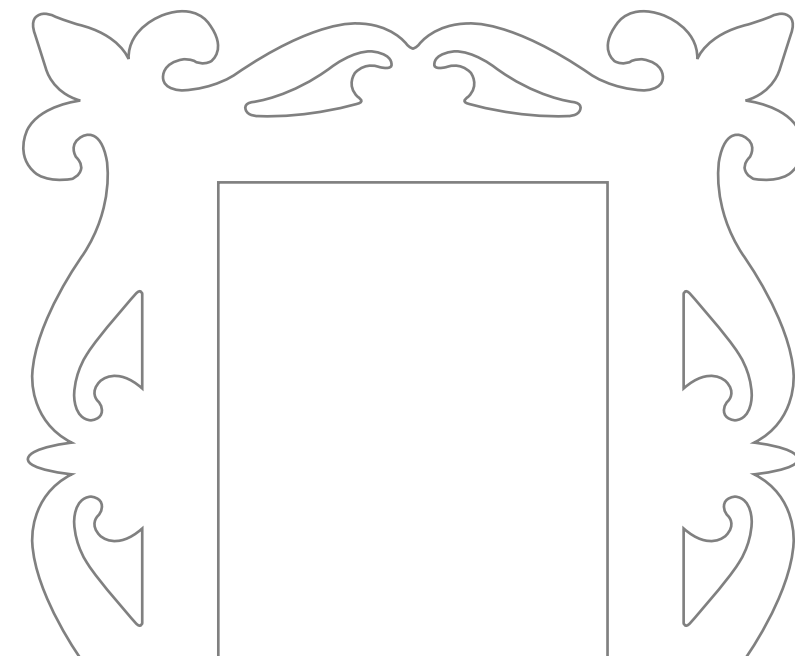
If you are enrolled in any visual arts classes, ask your teachers if they would be willing to go over your statement with you. Don't forget, most of them are artists too, and have probably written many statements for themselves.

Selling and Pricing Your Artwork

Approaching the subject of selling artwork is difficult, but generally the gallery will let you know if they are going to sell your work or not. If you are still unsure, ask the gallery manager about selling and how much they will take from the sale. Ask if there is a contract that you can sign to legally cover yourself for the sale of your work.

Be aware that most galleries can take any percentage they want from the sale of your work. Usually between 25-50 percent. Always ask what percentage they take before you give them your work. Ask how and when you will be paid. You can also request to see a notification of sale from the buyer if your work does get sold.

Pricing art work can often be difficult. Ask the gallery if they can help or price the item for you. Some factors that should be considered when pricing; hours spent working on it, Cost of materials, tools and rent of studio space.





Freelance

Any time you are doing freelance work, make sure you are signing a contract outlining the expectations from both the client and artist. Make sure to include a timeline and milestones, price and payment, a detailed list of services, what happens if services are terminated by either party and what happens if services are not rendered.

The client may have their own contract, but if they do not you should write one up yourself. Consider buying the book *Graphic Artist's Guide Handbook of Pricing and Ethical Guidelines* (available for you to browse in the commonvision store front), which is an annual book with the up to date pricing guidelines and laws protecting artists. The book not only goes into great detail about contracts, but also how to approach a job as a graphic designer, animator, illustrator, etc. They also have many blank contracts for different freelance situation that you could base your contract off of.

There are many online resources for contracts. Consider browsing AIGA's website for more info. There is also a contract template available in for download on the commonvision website.

Make sure that you have agreed on the expectations and price before you sign any paperwork. Always make sure that the payment is going to be worth your time, and if you are OK with producing work for free, make sure the job is going to benefit you in some other way.

Self Promotion

Take advantage of networking as an artist. It is necessary to make connections and get to know people in your field for you to become successful. One thing you can do right away is establish a brand. What are you selling, where are you selling, why are you selling, and who are you selling to? You may want to create a logo, business cards, a website (detailed below) and fliers or post cards that you can leave at coffee shops, local book stores, art spaces and music venues.

Also consider contacting local stores that sell art work similar to yours. If they believe they can sell your work for a profit, they will gladly buy items from you. They may even inform you of other places that you could sell your work.

Lastly, get creative! Leave business cards in unconventional places like bathrooms or classrooms. Post your information on free bulletin boards. Write your information down on napkins when you meet people. Be friendly and honest and you can't go wrong.

Websites and Online Stores

Having a website is a great way to show people your past work and what services you can offer. You can set up your own domain and design your own website which can be another opportunity to show your design or artistic style.

You can also use a blogging platform like Blogger, Wordpress, or Tumblr. These websites have communities and clientel already built in, and following other blogs can be a form of networking with artists.

Setting up an online store through Etsy or Big Cartel, can give you an opportunity to sell your work to people all over the world. It also allows you to give people an opportunity to buy your work whenever they feel like it, not just at a gallery show or at a sale. Be aware, these websites will take a percentage, but it is very small. Read their terms and procedures before signing up.





How to Get Funding

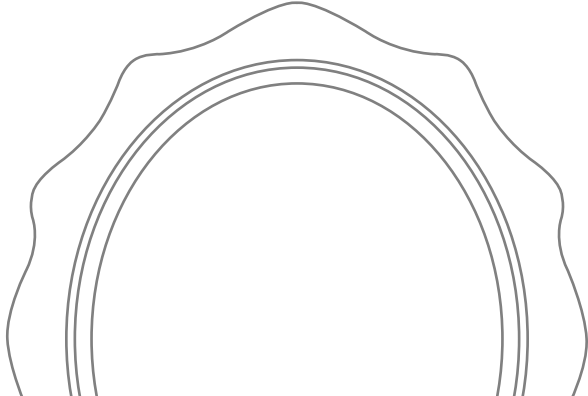
Grants

Grants are funds disbursed by one party (Grant Makers), often a Government Department, Corporation, Foundation or Trust, to a recipient, often (but not always) a nonprofit entity, educational institution, business or an individual.

You will most likely need to write a grant proposal, so make sure you get the specifications of what is needed for the grant. Follow some of the tips previously outlined on how to write an artist statement. Also look at online resources like Art Quest (<http://www.artquest.org.uk/money/writing-applications.htm>).

Fellowships

Most often, fellowships are monetary awards connected to working in a specific field, usually at the graduate or post-graduate level. While former or continuing graduate students complete extra training in a field, or have funding to continue research, they usually receive a stipend, slightly above living wage, from either a private or public institution. This allows them to complete their training, internship or research without having to devote time to working outside their field, or to resorting to additional loans for support.



Graduate School

A Master of Fine Arts (MFA) or a Master of Arts (MA) is a graduate degree typically requiring 2–3 years of study beyond the bachelor's degree, although the term of study will vary by country or by university.

The MFA is a postgraduate study beyond the bachelor's degree level and is usually awarded in visual arts, creative writing, filmmaking, dance, or theatre/performing arts. Coursework is primarily of an applied or performing nature with the program often culminating in a major work or performance. The MFA differs from the Master of Arts in that the MFA, while an academic program, centers around practice in the particular field, whereas programs leading to the MA are usually centered on the scholarly, academic, or critical study of the field.

Fulbright

Fulbright is a program of competitive, merit-based grants for international educational exchange for students, scholars, teachers, professionals, scientists and artists. Under the Fulbright Program, U.S. citizens are eligible to go abroad to a country of their choosing. The program was established to increase mutual understanding between the people of the United States and other countries through the exchange of persons, knowledge, and skills.

The Fulbright Program is one of the most prestigious awards programs worldwide, operating in over 155 countries. Forty-three Fulbright alumni have won Nobel Prizes and seventy-eight have won Pulitzer Prizes.

The Fulbright Program provides 8,000 grants annually to undertake graduate study, advanced research, university lecturing, and classroom teaching. The program is active in over 155 countries in all world regions. As of 2010, 300,000 persons - 114,000 from the United States and 188,000 from other countries - have participated in the program since it began.

For more information go to <http://www.iie.org/fulbright>.

