

TOWN OF CARRBORO ARTS COMMITTEE OPERATING GUIDELINES

PROCESS FOR ART SELECTION:

Area artists are invited to submit their work for review by the Arts Committee to display in public building for specified exhibits. (*Current Arts Committee member bios are provided upon request.*)

2004 SCHEDULED EXHIBITS:

2/1 – 3/15: Black History Month Exhibit
4/1 - 5/15: Self-Portraits Exhibit
6/1 – 8/15: Jane Filer Student Show, titled 'Mornings with Jane'
9/1 - 10/15: Celebrate Music Exhibit

ELIGIBILITY:

Persons of any age are eligible to display their art in the Town of Carrboro exhibitions. All types of work are accepted. All submissions will be thoughtfully considered by the Art Committee. Persons do not have to have previous public art experience. All work must be framed, wired and ready to hang or otherwise exhibit. Work that has previously been exhibited by Town of Carrboro in public buildings is not eligible.

APPLICATION PROCESS:

All applicants for exhibition should submit the following materials to the Arts Committee for review:

Slides/Pictures:

Ten slides or pictures documenting works representative of proposed submissions for exhibit. Please label each piece with artist name, medium, dimensions and the title of the piece. Please also indicate the top of the image. We recommend that duplicate copies of slides, not originals be submitted. A stamped, self-addressed envelope must be included if you would like any materials returned to you.

Artist Statement or Bio:

Applicants are encouraged to submit an artist statement or biography. Any supplemental materials explaining their work and/or the artist are encouraged.

DEADLINES FOR ENTRIES ARE THE **FIRST MONDAY** OF THE FOLLOWING MONTHS:

May, 2004
September, 2004
November, 2004
February, 2005

Submit Materials To:

The Town of Carrboro
Arts Committee
Town Hall
Main Street
Carrboro, NC 27510
919-918-7310
Contact: Sharmin Mirman

The Arts Committee will generally notify artists within 30 days. Should you have any questions or special concerns, please contact Sharmin Mirman at 918-7310 or SMirman@ci.carrboro.nc.us.

DURATION OF DISPLAYS:

Shows are generally exhibited for 6-12 week periods.

ABOUT THE SPACES:

Works will be displayed in the Carrboro Town Hall and Century Center buildings. These public buildings are high-trafficked areas with a diverse audience of community citizens.

Feel free to visit these buildings during their operating hours. They are open to the public Monday-Friday.

Carrboro Town Hall is open from 8:30-5:00 pm

The Century Center Hours are 9:00-5:00 pm

SELECTION PROCESS:

The Town of Carrboro Arts Committee reviews all submissions. All works selected are subject to final acceptance by the Arts Committee at the time of installation. The Arts Committee consists of up to nine members at all times. For additional information about the committee and/or its members, please refer to the Town of Carrboro's website at www.ci.carrboro.nc.us

SALES:

The Town of Carrboro requests a donation of 15% as commission on all sales to help defray the cost of the public art program. The price should reflect the retail price, including the frame and donation. The Arts Committee reserves the right to reproduce work for publicity purposes.

INSURANCE:

While works are in the possession of the Town of Carrboro, the Town of Carrboro will insure all works against theft or damage. Your entry into the exhibition constitutes agreement with this understanding. Insurance forms will be provided to you upon acceptance as an exhibitor.

PROMOTION:

Media outlets (see attached media list) will be contacted at least 2-3 weeks in advance of show dates. A brief, readable press release will be directed to the appropriate editor. We will also work to ensure that the shows are listed in all local art listings.

RECEPTION:

The Arts Committee will host a reception for each show at an agreed upon time at either Town Hall or the Century Center. The Arts Committee will provide cups and napkins, sodas and light snacks. If you desire a more sumptuous spread, you are welcome to provide any additional supplements.

The Arts Committee will provide postage for up to 200 printed postcards to promote the show. Artists will need to provide pre-addressed postcards. Content and design of these postcards will be subject to final approval by the Arts Committee.

Receptions will normally be scheduled in conjunction with the Second Friday Art Walk, unless other arrangements are made.