



WORKS/SAN JOSÉ APPLICATION GUIDELINES

Works/San José is the South Bay area's community art and performance center. Founded in 1977 by local artists, Works' open proposal policy and "success is in the process" philosophy allow artists, curators, and the community to take creative risks.

Works is an alternative non-profit art and performance center showcasing emerging, innovative, and experimental visual, performance, new media, installation, and interdisciplinary art; and is a forum where artists and the community can interact and expand the scope of cultural and artistic experience and challenge the boundaries of contemporary art. In order to facilitate community involvement and enrichment, each exhibition is required to host a community outreach activity.

Applicants should strive to be knowledgeable and informed about curatorial practices, but previous curatorial and exhibit experience is not required. Exhibitions at Works/San José are unique professional development opportunities in which artists and curators are often mentored by Works volunteers through the production of their exhibition. While the programs are participatory, the intellectual statement of the exhibition is solely the work of the artists and/or curator.

Previous exhibitors are ineligible to apply for two (2) years. Board members of Works/San José may not apply or be proposed as an exhibiting artist during their term and must wait six (6) months after their term before being part of an application. Artists will not be considered ineligible due to participation in the Members Show or Benefit Auction. Other exceptions might be made, such as for open community calls, on a case-by-case basis. Proposals must include the artist selection method and criteria, including any restrictions or proposed fees.

Please check our website for current application deadlines. www.workssanjose.org

GUEST CURATOR PROGRAM

This program is responsible for the content of most of the exhibitions at Works/San José, and allows Works to present the broadest variety of viewpoints, diverse options, and a proliferation of possible creative statements. Applications to this program must have a minimum of three (3) exhibiting artists. The applying curator may be one of the artists. Selection is by committee.

PROPOSAL NARRATIVE

The narrative should be clear and concise.

Applicants to all programs, except the Artist in Residence program, please include the following in your Narrative:

Concept: The intellectual statement of the exhibition which is supported and exemplified by the proposed exhibiting artists. Concepts can be culturally, socially, or politically based on an issue or identity; it could be community or media based, or from outside the art community. These concepts should extend conversations on topics in new and unique ways. Keep in mind that the presentation of these new ideas, from and within our community, is the primary way that Works seeks to identify and distinguish itself from other institutions.

Exhibition Description: A literal explanation of the materials involved, spatial requirements, installation techniques, equipment and/or technical requirements, and any other special needs.

Proposed title of the exhibition/performance.

Audience(s) and Engagement: This is more than a statement of who is the intended audience; it is a statement about how this exhibition will be interpreted and engage the community in dialogue. Works favors exhibitions that cross boundaries and facilitate dialogue that lead to greater understanding between diverse populations.

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PROPOSED OUTREACH PROJECT

Each exhibition is required to host a community outreach activity. Artists have been as creative with their outreach activities as they have been with their work; some of the more traditional options have been lectures, panel discussions, demonstrations, workshops, or a performance/event. Outreach activities can be on site or off-site in collaboration with another community organization. *Performance Art/Music participants are exempt from this requirement.*

SPACE PLAN

A well thought out visual layout of the exhibit that supplements the narrative Exhibition Description.

RÉSUMÉS AND ARTIST'S STATEMENTS

A current Curriculum Vitae and Artist's Statement should be submitted for all proposed exhibiting artists.

BUDGET AND FUNDING PLAN

Works/San José provides insurance, publicity by email and web, lighting assistance, limited installation assistance (contingent on availability of volunteer preparators), and reception staff. Works does not reimburse for shipping, installation, special equipment needs, reception costs beyond beverages or any other costs. Exhibiting artists should provide assistance such as gallery sitting in addition to other installation work.

The budget should address any costs beyond what is provided by Works/San José and identify a source or plan for covering those costs. Grant writing assistance may be available if the applicant has identified a grant they meet the criteria for.

FEES

There is no application fee. If an exhibition is accepted and scheduled, there is a fee of \$100 to assist with Works' basic facilities preparation costs. This can be included within your overall funding proposal.

DOCUMENTATION OF RECENT WORK

Submit 10 to 25 images that showcase the work of all proposed exhibiting artists. These images may include overview and details of individual pieces.

All documentation of work must be accompanied by an explanation or image list in the same sequence as the submitted work. For each image list the artist's name, title of work, date completed, dimensions, and medium of work. Image lists that accompany digital submissions must also include thumbnails of each work.

Print Images:

Images should be submitted as color printouts on letter size sheets and should be labeled on the top front side with the artist's name and title of the work.
OR:

Digital Images: Submit a CD or DVD labeled with the proposal name. Acceptable formats are JPEG, GIF, PNG, MOV, MPEG, or standard Audio CD. Image files should be 72 dpi and a maximum of 1200 pixels in height and width.

If you are proposing work that is unfinished, please provide examples of similar past work and any other plans, sketches, diagrams, etc. that would help to visualize the proposed work.

Please do not submit original artwork, master slides or master recordings.

SELF ADDRESSED STAMPED ENVELOPE (SASE)

Please enclose a self addressed stamped envelope with adequate postage for return of your application and materials in the event that your application is not selected. Applications that do not provide a SASE will be available for pick-up at Works for 30 days after notification; after that time they may be destroyed.

Works/San José is not responsible for loss or damage to submitted materials. If your proposal should be selected, all submitted materials will be retained by Works/San José.

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WORKS/SAN JOSÉ EXHIBIT APPLICATION

read Application Guidelines before completing this form

SUBMIT COMPLETED APPLICATION TO:

Attn: Exhibition Applications
Works/San José
365 South Market Street
San José, CA 95113

DO NOT submit materials not requested
DO NOT submit original artwork

INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED

Checklist:

- Completed Application for Participation
- Proposal Narrative
- Proposed Outreach Project
- Budget and Funding Plan
- Resumes – all participating artists
- Artist's Statement – all participating artists
- Documentation of recent work (10 to 25 images)
- Description/List of documentation, if needed
- Space Plan
- SASE for return of materials, if needed

Proposed Exhibition/Performance Title

Last Name

First Name

Mailing Address

City

State

Zip Code

Home Phone

Mobile Phone

email

I, the undersigned, understand that the exhibition/performance programs at Works/San José are participatory and are designed to develop the professional skills of the artists and curators, engage the community in meaningful ways, and present innovative contemporary art. I acknowledge that if I should be chosen to participate, I am exclusively responsible for the content and all aspects of producing the exhibition/performance and that Works volunteers and staff are available ONLY for guidance and assistance. I further agree to abide by the policies and guidelines of Works/San José and commit myself fully to the process.

Signature

Printed Name

Date