

# Gladstone Community Center Public Art Space Exhibit Operating Policy

## Mission Statement

*The Mission for the Gladstone Community Center Public Art Space is to increase public awareness and appreciation of visual arts by providing a setting for exhibition and education.*

Exhibit Schedule: The Gladstone Arts Commission intends to conduct up to 6 exhibits per year in the art display areas of the Gladstone Community Center. Each exhibit may last up to six weeks. Both the displaying artist and affiliated gallery must commit to the full time period for display. Time will be allowed at the end of each exhibit for needed maintenance to the display areas. The schedule of exhibits will include at least one juried North Kansas City School District student art show per year.

Security: The Community Center will provide a security camera in the public art space, which will be monitored by Community Center staff. Insurance on exhibited works will be the responsibility of the artist. The artist will sign an agreement holding the City harmless for liability due to damage, destruction or theft.

Frequency of Display: A selected artist may not have exhibited in any medium within the past two years in the Gladstone Community Center as a featured artist.

Selection: The Selection Committee will be appointed by the Arts Commission to choose the exhibition contents. The selection committee will be comprised of representatives of the Arts Commission, City staff, and professional artist(s). The recommendation of a specialist may be solicited to supplement the expertise of the Selection Committee. The Selection Committee will submit its recommendations to the Arts Commission for final selection of works to be exhibited. Acceptance or rejection letters will be sent to each submitting artist after selections for display have been finalized. The selections made by the Arts Commission are final.

### Selection Process:

- The artist will submit five (5) digital images of the works and types of work they would choose to exhibit along with the completed application form.
- The applications and digital images will be received by the Director of Parks and Recreation and forwarded to the Selection Committee. Submissions should be addressed to:

Director of Parks and Recreation  
City of Gladstone  
7010 N. Holmes  
Gladstone, Missouri 64118

- The Selection Committee will review all work submitted and present its recommendations to the Arts Commission for final selection. The Parks and Recreation Department will notify each submitting artist of the Arts Commission's final selections. Exhibits will be scheduled up to 12 months in advance of the commencement date for each exhibit.
- Selected artists must sign a contract agreement with the City of Gladstone.
- All exhibited paintings and photographs are required to be matted or framed.

Selection Criteria. Selection of works will be based upon artistic merit and suitability for display in a family oriented facility. Submitted works will be selected for recommendation by the Selection Committee, and selected for display by the Arts Commission, based on the judgment of the members of those committees. All decisions made by the Selection Committee and Arts Commission will be final.

Deadline for Application. Artists who wish to be considered for the upcoming year must submit digital images and application forms to the Parks and Recreation Director no later than the first Sunday of July for exhibits to be conducted in the following calendar year. Selection notifications will be sent to each artist by the first Sunday in September.

Insurance will be the sole responsibility of the artist. The artist must provide proof of insurance to the City prior to installing any work for display. **The City accepts no responsibility for loss or damage to works of art displayed in the Community Center.**

Sales Policy: Each artist will be allowed to offer works for sale and will provide a price list to the Community Center staff. The City will retain a 30% sales commission for each piece sold and will be responsible for payment of the Missouri State Sales Tax. Purchasers will make checks payable to the City of Gladstone. In the event of a credit card sale the City will retain a 33% sales commission. Payment for sales, less the City's commission, will be mailed to the artist within 30 days following the removal of art from the Gladstone Community Center. The artist must supply the following information to the City prior to the exhibit to facilitate the processing of payments:

- Artist Name
- Artist remittance address
- Artist Social Security number/Federal Tax Identification Number
- Completed W-9 Form

Exhibit Opening: The Arts Commission will hold an opening reception for each Exhibition. The exhibiting artists will be required to be present and will receive invitations for personal invitees. All exhibits will open on the first Tuesday of the month, in which the Exhibit is to begin, from 7:00 PM to 8:30 PM.

Exhibit Installation: Each artist is responsible for the installation of artwork with the assistance of a member of staff and a curator-representative of the Arts Commission. The Artist must schedule a time for installation that is mutually convenient to the staff and curator. In some cases staff may act as a designated curator-representative of the Arts Commission. The artist will assist with installation of artwork. The artist will provide any special materials, tools, and equipment necessary for displaying their artwork. The artist agrees not to damage or alter any surface or equipment in the Gladstone Community Center Public Art Space. The artist agrees to return the Gladstone Community Center Public Art Space to its original condition after the conclusion of the Exhibit.

Publicity: The artist will provide City of Gladstone Arts Commission with a reproduction grade image of each artwork exhibited. At least two images must be submitted no later than the press release information due date designated by the Arts Commission for use in publicity materials. The artworks selected for publicity materials should be of works that reproduce well in black/white and color. Digital files should be submitted on a CD and must be labeled with name, address and telephone number, the title, medium, dimensions, date, and with the top of the work identified. Each image must be submitted in JPEG or TIF format. Each image must be at least 300 dpi and readable by Adobe Photoshop.

The artist will also submit a completed Press Release Form including resume, biographical information, and other information for publicity purposes.

The City will provide publicity for each Exhibit in the Parks and Recreation brochure, on the City website, through news releases to all media, and through a mailing list of galleries, artists and art patrons. Each artist is permitted to provide additional publicity at the artist's expense.

Artist's responsibility: Each artist will exhibit his/her own original artwork. It will be the responsibility of the artist to deliver or ship (at his/her expense) accepted work in accordance with the exhibit schedule. Each artist will provide a complete list of titles and sales prices of exhibited work no later than 7 days in advance of the opening of the Exhibit. Each artist will affix labels to his/her work. No labels or other signage will be attached to the walls of the Gladstone Community Center display area. Each artist agrees to leave his/her work on exhibit until the conclusion of the Exhibit. Each artist will pick up all works not sold no later than one week after the conclusion of the exhibit. A \$50 fee will be imposed for each work picked-up after the deadline.

Artist Name: \_\_\_\_\_

Exhibit Commencement Date: \_\_\_\_\_

Acceptance of Policy conditions: \_\_\_\_\_

Artist's signature

