



## Valdez Museum & Historical Archive

### Exhibition Proposal Form

Please consult the Exhibition Proposal Guidelines before completing this form. All information should be typed and completed as fully as possible. **The proposal narrative must not exceed two pages.** This does not include the project budget, printed work samples, Exhibitor's CV, or other supporting materials.

#### **NARRATIVE:**

##### **Contact Details**

Contact Name:

Address:

Email/ Website:

Telephone:

##### **Proposal Details**

Working Title:

Project Type (media/field of study):

Exhibition Concept:

Objectives and Goals:

Themes and Topics:

Exhibition Contents:

##### **Mission Relevance**

Gallery / Space Required:

Equipment / Furniture / Other Materials

Required: Preferred Dates:

##### **Target Audience**

Supporting Programs and Educational Events:

Community Involvement Opportunities:

Retail Opportunities:



**PROJECT BUDGET:**

Not to exceed 1 page:

Estimated Expenses: \$

Fees: \$

Transport of works: \$

Installation of works: \$

Equipment: \$

Print materials: \$

Other (please specify): \$

*Total expenditure: \$*

**Estimated Revenue**

Sponsorship: \$

Grants: \$

In-Kind: \$

Other (please specify): \$

*Total income: \$*



**SUPPORTING MATERIAL:**

Please include the following information as part of your proposal:

- Biography - Short biography for each artist / curator
- Previous Work Samples and/or exhibit contents – Include 6 to 10 images of artwork samples or exhibit content examples. Email electronic files in .jpg format, at no more than 5 MB per file, to [curator@valdezmuseum.org](mailto:curator@valdezmuseum.org). Printed samples will also be accepted. Also include a printed document with the following information, not to exceed 2 pages:

No.	Creator	Title	Detail
1			
2			
3			
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## **Valdez Museum & Historical Archive**

### Exhibition/Program Proposal Guidelines

#### **Overview**

Whether you're dreaming of a solo or group show and art installation, or taking a historical, cultural, scientific, or interdisciplinary look at this place we call home, we want to hear your proposals and ideas. Proposals should fit within the museum's mission and values, and explore the culture, art, history or geography of Valdez, Prince William Sound and the Copper River Basin, and its place in the world. The Exhibits Committee strives to balance these mission areas when establishing the exhibition calendar.

The proposal may also include programmatic tie-ins with the exhibit, such as a short series of events, "happenings," or other non-gallery based programs. Special programs should fit within the museum's mission and values.

Please fill out the Exhibition Proposal Form. The proposal narrative must not exceed two pages; this does not include attachments such as project budget, CV, work samples, or additional supporting materials. If you have additional questions, please don't hesitate to call the museum at 907-835-2764 or email [curator@valdezmuseum.org](mailto:curator@valdezmuseum.org).

#### **Mission & Values**

The Valdez Museum preserves, presents, and interprets the heritage and culture of Valdez, the Copper River Basin, and Prince William Sound, Alaska.

- The Valdez Museum accomplishes its mission through collections, exhibits, and programs in culture, history, and art.

The Valdez Museum provides the communities of Valdez, the Copper River Basin, and Prince William Sound with relevant and engaging exhibitions and educational programs that foster a sense of community and inspire stewardship, understanding and creativity. This ultimately leads to the development of healthy children and families and an informed citizenry.

#### **Core Purpose**

The Valdez Museum is an educational institution that fosters a growing understanding of the region's rich history, culture and heritage and ultimately supports life-long learning.



## **Proposal Details**

**Working Title:** Don't worry if the title is not final; it can change in the future.

**Project Type:** If an art exhibit, what is the media (painting, sculpture, video, group show, installation)? If a curated exhibit on a historical or research topic, what field does it concern (social history, natural history, technology, etc.)? If it is a historical exhibit, does the Valdez Museum have artifacts and historical information to support the project?

**Exhibition Concept:** In 2 or 3 sentences, outline the exhibition's purpose and what it aims to achieve.

**Objectives and Goals:** What is the goal of the exhibition and what is it expected to deliver?

**Themes and Topics:** Outline in detail what the exhibition will focus on and break it down in themes with a short explanation.

**Exhibition Contents:** What objects will be on display? Will there be interpretive text? Who will provide it?

**Mission Relevance:** How does the exhibition support the mission of the Valdez Museum?

**Gallery / Space Required:** What is the exhibit's space requirements? See below.

**Equipment / Furniture / Other Materials:** What additional materials will need to be installed, acquired, or built to support the exhibit? This could include pedestals, vitrines, custom cabinetry, and technical needs such as projectors or sound system. For audiovisual equipment, please be specific regarding monitors, media player, etc. What will you provide and what do you expect the museum to provide? Please keep in mind that the Museum's capability for audio-visual installations or other technological elements is limited.

**Preferred Dates:** Consider artist/curator's/collaborators' availability for installation and special events, seasonal visitation, and conflicting and supporting events in the community throughout the year. Exhibition staff can recommend a range of dates and notify exhibitors of which calendar dates are already booked.

**Target Audience:** Among demographics, consider locals vs. tourists, and the anticipated age range of audience. All installations must comply with ADA guidelines for space and accessibility.

**Supporting Programs and Educational Events:** What specific programming can support the gallery exhibit (artist talk, lecture presentation, roundtable, community conversation, hands-on workshop)? Who will present these events? Does the exhibit lend itself to curricula development (and does this ally with appropriate time of year for target students)?

**Community Involvement Opportunities:** Does the exhibition accommodate community involvement in development, installation, or special events?

**Retail Opportunities:** Are works of art for sale? Are there supporting books, souvenirs, DVDs, or other materials that could be available via the Museum Store? (The Valdez Museum will retain 35% commission on works sold through a gallery exhibit).

**Budget Detail:** You are encouraged to attach a budget with additional detail. Exhibit staff will be available to assist during installation. Administrative staff can work with exhibitors to identify sources of funding, but providing potential revenue sources will make for a stronger application.

Transportation expenses should be round-trip and include crating and packing needs, and who will provide the crates.

The itemized budget is not to exceed 1 page in length



**Supporting Material:** Please submit representative work samples, whether artistic or research-based. Samples should consist of six to ten images submitted digitally in .jpg format at individual file sizes of no more than 5 MB. Printed work samples will also be accepted. Biographies are not to exceed 100 words per person. Curators of science and social science exhibits are encouraged to submit a CV. Email all supporting material to [curator@valdezmuseum.org](mailto:curator@valdezmuseum.org).

**Exhibit Location and Space Requirements:**

Temporary exhibitions are held in the Egan Commons portion of the Valdez Museum at 217 Egan Drive. The gallery is approximately 300 square feet and contains approximately 40 linear feet of permanent wall space. Moveable walls are available for placement within the gallery. When arranged to display work on both sides, and in combination with permanent walls, there is approximately 60 linear feet of usable wall space. The Museum has a variety of pedestals and vitrines in various sizes for the display of three-dimensional art. All works submitted must be ready for display, including framing for two-dimensional works and the fitting of wall-mounted works with the appropriate hardware for hanging. If mounts are needed for sculptural examples, the artist should supply these. Exhibitors should keep in mind that the Egan Commons Gallery is a communal multi-use space in which museum visitors will congregate to see the exhibition and on occasion, participate in a program and regularly move through to adjoining galleries.