

GUIDELINES FOR PROPOSING AN EXHIBITION AT
THE DEPARTMENT OF EXHIBITION AND PERFORMANCE SPACES (DEPS)

A. ABOUT DEPS

Mission Statement

The Department of Exhibition and Performance Spaces (DEPS) is the student-centered galleries and venues of Columbia College Chicago. An extension of the classroom, DEPS fosters vibrant environments for students to interact, exchange ideas, view and showcase bodies of work within the larger urban community. The spaces provide students from every discipline myriad opportunities to gain essential, hands-on experience, stimulating artistic expression and professional development through collaboration.

DEPS incorporates the College's curriculum by partnering with academic departments and centers, the urban community and professionals in all fields, merging formal pedagogy with each student's individual learning path. In our commitment to produce the most innovative, distinguished and accessible programs, DEPS addresses contemporary issues concerning the diversity of thought, values and culture.

The Galleries

Glass Curtain Gallery, 1104 S. Wabash, 1st Floor

Located in the historic Ludington building, the renowned Glass Curtain Gallery exhibits emerging and mid-career, national and international artists in all media. The gallery presents museum-quality exhibitions, workshops and visiting artist lectures all of which help to create a dialogue essential to the development and growth of students within the arts.

Hokin Gallery, 623 S. Wabash, 1st Floor

The Hokin Gallery is currently programmed through the Hokin Project, an arts management practicum course and student-run collaboration of the Arts, Entertainment & Media Management Department (AEMM) and DEPS. The course provides gallery management, exhibition, curatorial, and design experience for students of all majors. The Project presents the work of the Columbia College Chicago community through programs, events, and exhibitions. Proposals for the Hokin Project are managed separately through AEMM.

C33 Gallery, 33 E. Congress, 1st Floor

Located on the bustling corner of Congress Parkway and Wabash Ave, C33 Gallery serves as an art gallery and meeting place for students. With its distinctive storefront windows, C33 is ideal for non-traditional media and site-specific installation.

The Arcade, 618 S. Michigan Ave, 2nd Floor

DEPS' newest gallery, The Arcade takes its name from the building's previous incarnation when it was known as The Arcade Building. With sweeping views of Grant Park, the gallery

exhibits all media, with a particular focus on new media and interdisciplinary art.

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B. PROPOSAL PROCESS

DEPS welcomes all ideas and is willing to work with curators to help develop exhibition proposals. If guidance is needed, please request a meeting with a staff member prior to submitting an exhibition proposal. Be sure to familiarize yourself with the department's venues, mission and exhibition standards. Each gallery is a unique environment with specific physical limitations. The department will choose the appropriate gallery space for all proposed exhibitions depending on space needs and availability.

Deadlines for proposals are scheduled twice yearly in February and October. Due to high demand, exhibitions are selected and booked 12-18 months in advance, so plan accordingly. Once a proposal is submitted, it will be forwarded to the Curatorial Review Board for consideration at a proposal selection meeting. The Board or exhibition staff may request to contact the applicant's professional references, request additional information, or suggest revisions for a future review. Final approval and scheduling is made by the exhibition staff. Applicants will be notified about the status of their application within 2 weeks of the review. If an exhibition is chosen, the applicant will be required to meet with the director and exhibition coordinator to begin planning the exhibition's production.

C. PROPOSAL CRITERIA

- Clarity and articulation of a central idea
- Artistic quality and relevancy of proposed artwork
- Appropriate fit for the proposed venue's capabilities and limitations
- Innovation of both the proposed theme and content of the exhibition
- Proposed partnerships with Columbia departments and classes
- Opportunities for student involvement
- Relevancy to current trends/dialogue in contemporary art
- Clear connections to the College's academic initiatives
- Opportunities for compelling programming such as performances, lectures, discussions
- Availability of curator and artists to play integral role in execution of exhibition and events

D. EXHIBITION PROPOSAL INSTRUCTIONS

PROPOSAL OUTLINE

The following items must be included in your proposal package. If any of these items are omitted, the proposal is not guaranteed a review.

1. Cover sheet*
2. Proposal Essay (including curatorial statement and addressing proposal criteria)
3. Image list*
4. Curator's resume and/or information about the group (3 pages max for resumes)
5. Visual Support Material (please submit on disk or as email attachment, no slides)

* Starred items are forms that are available for download at www.colum.edu/deps

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CURATOR'S RESUME / INFO ABOUT THE GROUP

All curators should provide an abbreviated resume (max 3 pages) with the application. If several individuals are proposing this exhibition, describe the collective or partnership. Students should state if they are a recognized student organization. All groups should designate one person to serve as primary contact.

PROPOSAL

Consider the following:

- Unique title
- Social and cultural implications of the idea
- Appropriate fit with DEPS's mission and the Columbia College community
- Types of media included
- How work will be sought/collected
- How space will be utilized
- Special installation needs or equipment
- Opportunities for student involvement

VISUAL SUPPORT MATERIAL AND IMAGE LIST

All proposals must include at least 10 image samples and an image list. No proposal will be reviewed that does not include visual support material. If the final exhibition checklist is not yet determined, representative images may be submitted. DEPS will provide floor plans of the galleries to aid curators in choosing appropriate work for the spaces.

When submitting a disk of image files, label the disk with the exhibition title and curator's name and label each image file by title and/or artist name.

E. DEPS PROVIDES

Installation

Department staff are responsible for coordinating and executing installation of exhibitions with the aid of the curator. Artists with special installation requirements are required to coordinate their efforts with the assigned exhibition coordinator, prior to installation. Based on availability and stock, curators may be responsible for procuring any equipment or special supplies that the galleries cannot provide.

Supplies and equipment

Based on availability and scheduling constraints, the gallery will provide a variety of equipment to exhibiting artists, including pedestals and vitrines for sculptural/mixed-media work, and multimedia equipment for time-based work.

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Promotional materials, print and web

For each exhibition, there is a set budget for promotional and printed materials. Postcards are typically printed 6 weeks prior to the exhibition's opening, posted on the website, and sent to a mailing list comprised of CCC departments and centers, area galleries, arts organizations and gallery patrons. All printed materials and online content are produced and approved by college staff, including graphics, design, and copy of all materials. All print and web materials must adhere to the College's branding standards. The Office of Public Relations produces a press release for each exhibition and distributes to relevant press organizations.

Advertising

All exhibitions are listed in appropriate campus and local publications. Selected special events are advertised in national arts publications.

Exhibition didactics and support materials

Department staff will proof and print all checklists, object labels, statements, didactic material, signage, wall labels and vinyl lettering for window display.

Security

All DEPS galleries are multi-purpose venues. There is security posted outside of each gallery and gallery attendants monitor the exhibitions throughout the day.

Exhibition Reception

A limited catering budget is available for opening receptions. Catering will be arranged with the contracted Columbia College catering company. Please remember that the Department of Exhibition and Performance Spaces is funded by Student Activity fees and must comply with the College's rules and regulations concerning alcohol at gallery events and receptions.

F. ADDITIONAL CURATORIAL RESPONSIBILITIES

Curatorial Contract

All curators are required to abide by an exhibition timeline and responsibilities as outlined by the departmental staff and the curatorial contract. Consistent communication throughout the planning process is imperative to the success of an exhibition. The curator works in tandem with a department liaison in all aspects of the exhibition. The curator oversees his/her vision from inception to completion. Any modifications from the curator's original proposal must be approved by the Director.

Preparation of work for exhibition

All artwork must be professionally presented and ready to install.

- Work must be "ready to show," DEPS does not provide mats, frames, wire, etc.
- Each piece must be thoroughly documented with an artwork drop-off form that contains the artist's contact information, vital information about the work and a signed statement allowing the gallery to document the exhibition and use artwork images for

promotional use.

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- Artists are required to provide the gallery with an insurance value for their work, regardless of the work's sales status.

Communication

Curators are expected to attend a variety of design and planning meetings, and to stay in close contact with gallery staff from the time the exhibition is slated into the calendar through the de-installation and return of artwork.

Installation / De-installation

Depending upon the needs of the exhibition, the curator may be asked to be present for key parts of the installation and de-installation. The curator will be responsible for stressing all deadlines that the artists/galleries must meet. DEPS will be responsible for all shipping /delivery arrangements. Curators should not negotiate budget/funding details (in regards to shipping, framing or other costs) with artists or galleries, DEPS will be responsible for these arrangements.

G. CURATORIAL BY-LAWS

If an individual, department or group submits multiple proposals for review, no more than one proposal will be chosen for exhibition within a 3-year period.

Exhibitions run 6-8 weeks. No proposals will be considered for less than a 6-week run.

Proposals are selected without regard to race, gender, disability or sexual orientation of the applicant(s) or artist(s).

In support of the DEPS mission to create an "extension of the classroom," it is essential that every exhibition tie-in with the College's curriculum and/or college-wide initiatives. Proposals must incorporate opportunities for student learning and partnerships with academic departments, college centers, faculty, students and classes.

If the submitting curators and artists are professional (non-student), the proposal must include at least 1 clearly defined position for a student assistant (assistant curator, designer, researcher, etc.).

The department annually seeks and presents exhibitions in the following areas: Latino Heritage, Women's History, African Heritage, LGBTQ and Asian Heritage. Annual exhibitions are also created in partnership with Columbia College's campus-wide initiative, *Critical Encounters*.

DEPS does not present solo exhibitions of student artists, and only in rare exceptions presents solo shows of professional artists. Exhibitions are typically group shows.

If any of the proposal criteria are omitted, the proposal is not guaranteed a review. If sufficient visual support is not provided (at least 10 samples artwork images), the proposal will not be reviewed.

Student curators must have a faculty or staff advisor.

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Curators cannot include themselves in their proposed exhibition. The Curatorial Review Board recommends that if an artist collective is proposing an exhibition, that a curator outside of the collective chooses the work for the exhibition.

H . THE CURATORIAL REVIEW BOARD

Mission

The Curatorial Review Board is an advisory board comprised of annually rotating undergraduate and graduate students, faculty, alumni, media relations and departmental staff. The Board reviews exhibition proposals semi-annually, guiding and coordinating department programming efforts. The Board also provides assistance in ensuring a fair representation of the Columbia College community that corresponds with the mission of blending traditional pedagogy with a cutting-edge, hands-on approach to education.

Board Objectives

- Represent a collective voice of the college community
- Assess exhibitions' opportunities for student learning
- Base decisions on the aesthetic, original, social, intellectual, and technical merits of proposals within the context of contemporary trends
- Raise the professional standard of curatorial proposals and exhibitions
- Foster collaboration and partnerships between Student Affairs and Academic Affairs
- Promote awareness of cultural pursuits and academic relevance through programming
- Strengthen student retention and alumni connections through collaborative review process
- Maintain a fair and objective opinion to benefit the welfare of the College community

G. CONTACT

Website: colum.edu/deps

Email: deps@colum.edu