



## **SITE TWO COMMUNITY GALLERY**

Highlighting outreach focused exhibitions from the local partner organizations

### **About**

The Torpedo Factory Art Center will energize the second floor with our Site Two Community Gallery space by partnering with external organizations, non-profits, or curators with the goal to highlighting artists and projects focused on local community outreach.

Site Two Community Gallery is the common space consisting of curved cinderblock walls on the second floor near the elevator and the wall under the exit seen from the 2<sup>nd</sup> floor landing. The Art Center will provide administrative support to the Exhibition Coordinator from the partnering institution or project.

The Site Two Community Gallery offers a very compelling site for an exhibition for a duration of three months four times a year, depending on demand. The goal of the Site 2 Community Gallery is to:

- Highlight exhibitions and art that focuses on the betterment of the community
- Partner and collaborate with external organizations or projects in need of exhibition space
- To support and allow for more external community engagement with the Art Center

Exhibitions will rotate on a 2 – 3 month basis. The available dates exhibition dates and timeline is listed below (subject to change):

**December, 2018 – March, 2019**

### **Eligibility**

- An exhibition proposal with a community-oriented focus
- Must have a dedicated Exhibition Coordinator from the organization that will be the Art Center's main point of contact and organizer

### **For questions and to submit a proposal:**

**Contact:** Leslie Mounaime, Target Gallery & Exhibitions Director

**Phone:** 703-746-4590

**Email:** [leslie.mounaime@alexandriava.gov](mailto:leslie.mounaime@alexandriava.gov)

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### **Site 2 Community Gallery Proposal Checklist**

- Title of exhibition and exhibition proposal



- Exhibition/Organization Statement
- Curator's bio (if applicable)
- Up to 10 images of the art to be displayed part of the exhibition if artwork currently exists, sketches if work is in production
- Time frame of availability (exhibitions will rotate on a 2 to 3-month basis)

#### **The Exhibition Coordinator will**

- provide a written proposal for an exhibition with as much lead time as possible
- hang the show and remove it at the end of the show
- provide label and wall text information to Art Center representative
- produce a reception during a Late Shift event
- be responsible for sales
- not remove art until the end of the exhibition
- understand that the space is not secured or supervised.

#### **The Art Center representative will**

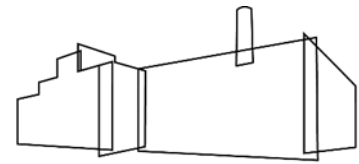
- receive and approve complete proposal
- approve and set dates
- create Loan Agreement to be signed by Exhibiting Artist
- create labels and wall text
- help promote the exhibition
- have final approval of the hanging

#### **Sales and Insurance**

- The artist(s) will receive 100% of the sales unless specifically requested for the Art Center to handle their sales. If so, the Art Center will take a 20% commission on the sale. Contact information for sales must be included when submitting content for the labels.
- The Artwork is uninsured in the Site Two Community Gallery, the Torpedo Factory Art Center and City of Alexandria is not responsible for any damages to the work.
- Site Two Community Gallery is a public unmonitored exhibition space and therefore safety and display considerations must be considered by the Exhibitions Coordinator and approved by Art Center staff

#### **Limitations**

- No work may exceed 60 inches (5 ft) in any dimension
- No work may exceed 50lbs
- All work must be ready to hang and compatible with the wire hanging system (I.E. wire, D-Rings, or using clips if the work is an unframed print)
- Artwork framed and mounted behind glass is discouraged
- 3D proposed artwork must plan for the work to be on display in a public unmonitored space



## **TORPEDO FACTORY ART CENTER**

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### **Final checklist**

One month before hanging, the Exhibition Coordinator will submit to the Art Center representative:

- Forms for labels and wall text
- Contact info, how to purchase art work, and a possible photo
- Several photos of work for publicity (300 dpi)
- Complete Loan Agreement