



TORPEDO FACTORY ART CENTER ELIGIBLE ARTIST APPLICATION 2019-2020

3/22/19

Join the community of artists at Torpedo Factory Art Center. Founded in 1974, the Art Center is the home of the nation's largest collection of working-artists' open studios under one roof. An Alexandria landmark for 45 years, it's the highlight of the Potomac Riverfront, attracting approximately 500,000 visitors annually.

Through this application, accepted artists can sublease studios when offered by leaseholders. If accepted, artists may take advantage of other opportunities at the Art Center including applying for available studios to lease.

Artists create, show, and sell work in 82 studios. Current media represented at the Art Center include painting, ceramics, photography, jewelry, stained glass, fiber, printmaking, and sculpture.

Artists at the Art Center are to maintain open studio hours for the public to enter, observe the creative process, ask questions, and purchase original art work. Lease/Sublease artists agree to the Torpedo Factory Art Center Operating Rules and Procedures. Email tiana.bady@alexandriava.gov for a copy of the Operating Rules and Procedures.

Application Deadline: Application goes live on Wednesday, March 27, 2019. Applications are due by 11:59 pm on May 5, 2019. Apply at Torpedofactory.org/artopps

Notification: May 22, 2019 or sooner.

Who Can Apply:

Visual artists over the age of 18. All visual media artists are encouraged to apply; however, the work must be able to be created in a studio at Torpedo Factory Art Center. Excessively loud media, media that requires dark/dim lit rooms, and media that emits toxic fumes or strong smells are not permitted. The Art Center does not provide studio equipment or furniture.

Value of Applying:

All applicants get written feedback from jurors (shared with each applicant individually).

Accepted Artists Gain:

- Access to subleasing within the Art Center through September 30, 2020
- Eligibility to interview/present artwork for a full lease at the Art Center through September 30, 2020. This option may arise when an open studio become available, or a lease-holding artist wishes to add another person to their lease. Additional fees may apply.
- Ability to take part in Art Center programs/events, including Late Shift events, through September 30, 2020.
- Other potential paid opportunities with the City of Alexandria's Office of the Arts to include the Mobile Art Lab.

Fee:

\$45 Application Fee

There is a 50% discount for: Torpedo Factory Artists Association members; past leaseholders, including Post-Grad Residents and Visiting Artists; or members of a gallery or workshop in the Art Center.

Once accepted, studio rental/lease/sublease rent vary depending on the studio and agreement. Rent takes into account studio size, number of co-lesers, etc.

Jurors:

Jurors consist of three external experts from the field, including gallery owners/managers, curators, and academics/educators.

Online Application Requirements:

- 10 Images of artwork (option to have an additional 5 images to spotlight details or alternative views)
- Statements:
 1. Artist Statement (Max 150 words)
 2. Statement on how art is made (Max 150 words)
 3. Statement of how they will interact with visitors (Max 150 words)
 4. Career Goal Statement (Max 150 words)
 5. Statement on how you will work within a community of artists (Max 150 words), or a letter of support with similar sentiments (uploaded)
- Optional Resume or CV (Limit of 2 pages)
- Social Media and website links

Scoring:

Quality of Art (highest majority of score)

- Does this applicant exhibit an understanding of contemporary art practices?
- Does this artwork show a strong understanding of presentation and use of media?
- Does this artist display a vision and cohesion in their portfolio?
- Strength of artist statement.

Public Interaction

- Statement on how art is made
- Strength of statement on how they will interact with visitors

Career Goals

- Statement on career goals
- Resume or CV (optional)
- Social Media / Marketing

Working in Community

- Applicant is part of TFAA, The Art League, was a Post Grad resident artist or part of the Visiting Artist Program, a gallery or workshop in the Art Center, or was awarded a City of Alexandria artist grant.
- Letter of support or statement on working in community of artists

Note:

- Subleasing is not guaranteed if accepted. Read more about subleasing below.
- If English is not your first language and you would like assistance with this application, please contact tiana.bady@alexandriava.gov.



TORPEDO FACTORY ART CENTER SUBLEASING / LEASING FAQ'S Updated March 2019

1. Who can currently sublease studio space within the Torpedo Factory Art Center?

Subleases may only be entered with/by artists who were:

- **Group A.** Artists who were members of the Torpedo Factory Artists' Association (TFAA) at any time between October 2016 and April 2018. Membership must have been granted via the annual TFAA membership jury application process. *
- **Group B.** Accepted via the Torpedo Factory Art Center's 2019/2020 Eligible Artist Application and/or artists selected for the Post-Graduate studio at the Torpedo Factory Art Center. *

2. Who can currently lease studio space within the Torpedo Factory Art Center?

To join a current lease:

- Through September 30, 2019, artists from Group A (above) may join an existing lease. *
- Starting October 1, 2019, artists from Group A and B (above) may join an existing lease at any time after being accepted via an additional application process and a successful 4-month sublease probation** in the studio. *

To begin a new lease in an empty studio:

- Before September 30, 2019, artists from Group A (above), or artists selected for the 2017, 2018, or 2019 Visiting Artist Program (VAP) at the Torpedo Factory Art Center may apply for an empty studio. This will entail an additional application process to compete for the space. *
- After October 1, 2019: Artists from Group A or B (above), may apply for an empty studio. This will entail an additional application process to compete for the space. *

3. Who is the landlord and who manages the Art Center?

The landlord and manager of the Torpedo Factory Art Center is the City of Alexandria, via Alexandria's Office of the Arts. Office of the Arts staff oversee all programming, rentals, and operations of the Art Center. Most staff are located at the Art Center. Staff information may be found at <http://torpedofactory.org/about-us/staff-bios/>.

4. Do leaseholders/sublesers have to be members of the TFAA?

No. The landlord/Art Center does not require artists be members of the TFAA (Torpedo Factory Artists' Association) to sublease or lease a studio pending they have completed a selection process approved by the landlord (as stated in 1 and 2). The TFAA is an independent organization. Similarly, The Art League is also an independent organization.

5. I am eligible to sublease;

- a. How can I sublease at the Art Center?

Subleasing is granted by a lease-holding artist. If a leaseholding artist is interested in adding an artist to their studio through a sublease, the leaseholding artist may request a list of potential subleases from the landlord via the registrar's office in room 207. This step is not necessary if the leaseholding artist already knows an eligible artist from the community.

- b. What does it cost to sublease?

Rent charged to the subtenant is not to exceed rent paid by the artist for the entire studio. Studio rent is approximately \$16 a square foot per year. For example, a 400 sq ft studio will cost approximately \$533 a month. A studio shared between one or more lease holders and a sublessee would reduce the individual rent payments of each party. When applicable, other expenses of the studio will be agreed upon by all parties in writing.

- c. What does a sublease look like?

Email tiana.bady@alexandriava.gov for an example of a blank sublease.

When subleasing, artists are required to follow the TFAC Operating Rules and Procedures. Email tiana.bady@alexandriava.gov for a copy of the Operating Rules and Procedures.

6. I am a leaseholder and would like to sublease;

- a. How do I find a sublesser?

If the artist does not already know of an eligible artist from the community, leaseholders may request a list of potential sublessers from the landlord via the registrar in room 207.

- b. How do I submit a request to sublease?

Sublease requests should be submitted by completing the Sublease Request Form located at torpedofactory.org/forms. The sublesser must already be selected by the leaseholder to complete the form.

The form should be submitted by the leaseholder of the studio that the subtenant will occupy. All leaseholders must be aware and in agreement with the terms and conditions of subtenant's tenure within the studio. The Art Center registrar will prepare a sublease for signatures.

Sublease requests forms are due 30 days prior to start of sublease.

c. Who should I submit a request for subleasing to?

Requests for subleases must be submitted in writing to the registrar of the Art Center via the form found at torpedofactory.org/forms.

d. What is a leave of absence and what are the requirements?

A leave of absence is when a leaseholder wishes to take leave for up to one year for study or other valid reason. This must be submitted in writing to the Landlord for approval. During the term of the lease, only one leave of absence is permitted. Although the Leaseholder may sublease the studio, the Leaseholder remains responsible for the studio rent as specified in the lease. If there are other Leaseholders in the studio, they may decline to sublease but must then pay the full rent. If there is no sublease, the Leaseholder on leave is not counted when calculating the minimum number of hours, the studio must be open.

7. What documents are needed in order to sublease?

The following information must be submitted to the Landlord in order to affect a sublease agreement:

- a. The subtenant's home address, telephone, and email address
- b. Term of the sublease, hours per week, rent amount (if any) and any other shared expenses
- c. Diagram of the space to be occupied by the subtenant
- d. A copy of the Subtenant's current City of Alexandria business license

Subleases will only be permitted using the sublease document provided by the Landlord.

8. What happens after a request for sublease has been submitted?

The registrar will draft the sublease agreement based on the request submitted and forward to all parties involved for signature.

9. How long will it take for the sublease agreement to be approved?

Once the agreement is signed by all leaseholders and the subtenant, the signed agreement will be forwarded to the City Manager (or designate) for approval. This process usually takes no more than two (2) weeks, however it can be expedited if necessary.

10. How long can I sublease?

Lease-holding artists may sublease their studio for up to a total of four months in a calendar year except during a leave of absence (described in 5. d). A probation sublease does not count towards allotted months.

During the term of the lease, only one leave of absence is permitted.

A subleasing artist may sublease for as many days/months as they find studio availability throughout the Art Center.

11. When a subtenant's sublease agreement has expired what should they do?

Follow up with the registrar to ensure a smooth transition out of the studio.

* All eligibility to lease or sublease may change or end after September 30, 2020.

**Probation is to insure artists work well with current lease holder. Current lease holder(s) has the final say of a successful probation process. Current lease holder(s) must maintain hours and work in the studio during the probation time.