



# District of Saanich

## **EXHIBITION GUIDELINES**

### **Cedar Hill Main Gallery & Municipal Hall Galleries**

## **Overview**

The District of Saanich's Community Services Division is proud to display a breadth of artistic practice and creative exploration in our community galleries. Through our exhibition program we believe that arts-based engagement builds healthy communities.

Exhibitions showcase the work of local and regional artists including arts, culture, and community groups at all levels of development and include solo, group and curated exhibitions.

The District of Saanich is committed to celebrating the rich diversity of people in our community and strives to reflect equity, diversity and inclusion in our programs and services. We encourage applications from those who identify as part of an equity-deserving group, including Indigenous, 2SLGBTQ+, ethnocultural communities, and persons with disabilities.

Galleries are wheelchair accessible, open daily, and admission is free. Hours of operation are listed on the [Saanich.ca](http://Saanich.ca) website and are subject to change depending on facility operations.

## **About the Exhibition Program**

Applications are open to all artists, arts and cultural groups, and community organizations. We welcome new and returning artists to apply, however do not guarantee acceptance from year to year.

Prospective artists are provided with the gallery space to develop and build professional practices through curating, installing, and promoting their own exhibition. Artists exhibiting in the Cedar Hill Main Gallery are encouraged to extend their exhibition through on-site programming, artist talks and demonstrations.

We support your exhibition in a variety of ways, including:

- Online promotions through the Saanich website and on our social media pages; additional promotional efforts are the responsibility of the artist.
- Providing resources to help develop your exhibit.

In addition, for artists exhibiting in the Cedar Hill Main Gallery:

- Exploring and scheduling community engagement opportunities, including artist openings & in-gallery demonstrations.
- Providing limited financial aid for applicants that identify as part of an equity-deserving group including 2SLGBTQ+, Indigenous, ethnocultural communities and people with disabilities.

Gallery staff are not onsite daily; therefore, exhibitions cannot require regular maintenance and must be self-sufficient.

Saanich reserves the right to change or modify the exhibition schedule if exceptional circumstances require.

## Artwork Content

Our gallery spaces are public spaces for all ages. As such, we ask that you ensure that:

- Artwork and exhibition proposals are appropriate for all ages and respectful of diverse cultures and beliefs.
- Artwork does not violate the copyright of another artist or misappropriate the cultural expressions of an equity-deserving community.

We reserve the right to deny an application or rescind a decision at any time if it does not comply with the content requirements. These include artworks containing themes of violence, profanity, nudity and/or hate.

## Application Process

Please read the application process in full prior to beginning your online application. Ensure your submission content is prepared and ready as the form cannot save your information if you leave. If selected, some of this information may be used for marketing and promotional purposes on the Saanich website and through social media.

A complete application must include the support material listed below.

### Exhibition Proposal - \*CH Main Gallery only (300 words max)

What are you hoping to convey through your exhibition and how might you do this? Please provide information about the theme / concept of your exhibition, and the plan for how you will situate your artwork within the gallery space.

As a community gallery, we encourage you to think about ways to further engage the public through your exhibit. Please include ideas you have for connecting viewers to your exhibition.

### Artist Statement and Bio (200 words max)

A description of your artwork and what it means. Include a short biography about yourself.

### Artist CV / Resume

Highly encouraged, but not mandatory.

### Artwork Images

Submit between 5-10 JPG images of recent / applicable artwork that support the proposal statement and follow the guidelines listed below. Files cannot be larger than 3MB each.

Format image files with: Last name\_First name\_Title\_Year created\_medium  
(Smith\_Jane\_BeautifulBlue\_2024\_oiloncanvas)

To ensure all files are uploaded, hold the CTRL key, and select all the images you wish to submit. Once selected, click 'Open' to ensure success. Support material that requires specialized software, plug-ins or extensions that need to be downloaded will not be reviewed. For video, please email the Community Arts and Culture Programmer.

The District of Saanich is not liable for submission delays, including technological or network issues at either end of the submission. Failure to follow submission guidelines may result in a declined application. Mailed applications will not be returned.

If you have questions about eligibility, or for application assistance, please contact the Community Arts and Culture Programmer.

## Main Gallery at Cedar Hill Recreation Centre

The Main Gallery is a large, self-contained space, filled with natural light, track lighting and glass doors providing views into the gallery. For detailed information about gallery measurements and lighting please refer to the *Installation Guidelines* document.

Applications are accepted annually through our online form and exhibitions are 4 weeks in duration. If you are selected for an exhibition in the Main Gallery, you will be charged an exhibition fee of \$265+GST. This fee helps to cover maintenance and administrative costs associated with the exhibition program.

We do not take commissions on the sale of artwork. Limited financial assistance may be available for applicants from equity-deserving groups.

### **Application Review**

Applications are reviewed by an exhibition committee that changes yearly. Members are chosen based on their knowledge and experience, objective interpretations, and their ability to work as part of a team.

The following criteria are taken into consideration when reviewing applications.

- Artistic Merit and Originality
- Artist / Group Capacity and Experience
- Technical and Physical Feasibility (for the space)
- Community Engagement
- Equity, Diversity, and Inclusion considerations
- Completeness of Application

Final decisions are made with consideration to creating a balanced and diverse exhibition schedule including community based and fine art exhibitions.

Applicants will be notified of the success of their application through email. If successful, we require payment of the exhibition fee and a signed copy of the Exhibitors Agreement Form.

## Saanich Municipal Hall Galleries

There are three spaces to exhibit artwork at Saanich Municipal Hall. The Window Gallery, Mezzanine and Upper Gallery walls are situated in central locations open to the public during business hours. For information about gallery measurements and lighting please refer to the *Installation Guidelines* document.

Applications are accepted on an on-going basis through our online form and there is no fee to exhibit artwork in these spaces. Exhibitions in these spaces are typically 5-6 weeks in duration. Applications are reviewed by staff and decisions are made with consideration to creating a balanced and diverse schedule of artists. Artists are notified of the success of their submission throughout the year. If successful, we require a signed copy of the Exhibitors Agreement Form. We do not take commissions on the sale of artwork.

If you have questions, please contact:

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