



District of Saanich

EXHIBITION GUIDELINES

Cedar Hill Main Gallery & Municipal Hall Gallery Spaces

Overview

The District of Saanich's Community Services Division is proud to showcase a diverse range of artistic practices and creative exploration in our community gallery spaces. Through our exhibition program, we believe that arts-based engagement contributes to building healthy communities.

All exhibitions highlight the work of local and regional artists, as well as arts, culture, and community groups at all stages of development. These exhibitions include solo, group, and curated shows.

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

All gallery spaces are open daily and free to visit. Cedar Hill Gallery is wheelchair accessible, while the gallery spaces at Saanich Municipal Hall are not. Hours of operation are listed on the Saanich.ca website and may vary based on facility operations.

About the Exhibition Program

Applications are open to all artists, arts and cultural groups, and community organizations. We welcome both new and returning artists, but acceptance is not guaranteed from year to year. To ensure a variety of artists have the opportunity to exhibit, artists may not be selected for consecutive years.

Artists are provided with gallery space to develop and strengthen their professional practices by curating, installing, and promoting their own exhibitions. Those exhibiting in the Cedar Hill Main Gallery are encouraged to engage with the community through exhibition / gallery related activities such as artist talks and demonstrations.

The artist is fully responsible for the preparation, installation, and takedown of their exhibit. We strongly recommend having support for transport and installation/takedown. While gallery staff will be available during installation, they are not on site daily; therefore, exhibits must be self-sufficient and not require regular maintenance.

We support your exhibition in various ways, including:

- Promoting your exhibition through our Saanich Marketing Program, which includes mentions on our website, in our bi-weekly online newsletter, and may also include social media posts. All additional marketing and promotional efforts are the responsibility of the artist.
- Resources to assist with the development of your exhibit.

For artists exhibiting in the Cedar Hill Main Gallery, we:

- Assist with the scheduling of community engagement opportunities, including artist openings and in-gallery demonstrations.
- Offer limited financial aid to applicants who identify as part of an equity-deserving group, including 2SLGBTQ+, Indigenous, ethnocultural communities, and individuals with disabilities.

Application Process

Please read the application process thoroughly before starting your online application. Ensure that all submission content is prepared and ready, as the form cannot save your information if you exit. If selected, some of the information may be used for marketing and promotional purposes on the Saanich website and social media.

Artwork Content

Our gallery spaces are public community spaces open to all. Therefore, we ask that you ensure:

- Artwork and exhibition proposals are appropriate for all ages, respectful of diverse cultures and beliefs, and free from politically controversial themes.
- Artwork does not infringe on another artist's copyright or misappropriate the cultural expressions of an equity-deserving community.

Saanich reserves the right to deny an application or rescind a decision at any time if it does not meet these content requirements. This includes artwork featuring themes of violence, profanity, nudity, or hate.

A complete application must include the following support materials:

Artist Statement and Biography

Provide a description of your artwork and its meaning, explaining the concepts or ideas behind it. Additionally, include a brief biography of yourself, highlighting relevant background information, artistic experience, and any key accomplishments that relate to your work.

Artist CV / Resume

A CV (Curriculum Vitae) is a document that outlines your artistic background, including your education, past exhibition history, artistic achievements, and relevant experience. While it is encouraged, it is not mandatory to submit a CV with your application.

Artwork Images & Specs

Submit up to 10 JPG images of recent or relevant artwork that supports your proposal statement, and include a corresponding artwork spec sheet, including the information below. Files must not exceed 3MB each.

Name
Title of Artwork
Year created
Medium
Size

When completing the online form, ensure all files are uploaded by holding the CTRL key and selecting the images you wish to submit. Click 'Open' to confirm your selection. Support materials requiring specialized software, plug-ins, or extensions will not be reviewed. For video submissions, please email the Community Arts and Culture Programmer.

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

Exhibition Proposal – (Cedar Hill Main Gallery only)

As a community gallery, we encourage you to consider ways to engage the public further through your exhibition. Please include any ideas you have for connecting viewers to your exhibition. What message are you hoping to convey through your exhibition, and how do you plan to do this? Provide details about the theme or concept of your exhibition, as well as your plan for positioning your artwork within the gallery space.

For questions about eligibility or assistance with your application, please contact the Community Arts and Culture Programmer.

Galleries

Main Gallery - The Arts Centre at Cedar Hill Recreation Centre

The Main Gallery is a spacious, self-contained area with natural light, track lighting, and glass doors offering views into the gallery. For detailed information on gallery measurements and lighting, please refer to the Installation Guidelines document.

Applications are accepted annually through a call for submissions via our online application form. Exhibitions typically run for 4 weeks. If selected for an exhibition in the Main Gallery, you will be charged an exhibition fee of \$275 + GST, which helps cover overhead costs, including maintenance and administration associated with the exhibition program. We do not take commissions on the sale of artwork.

Main Gallery applications are reviewed by a selection committee composed of local artists, staff, diversity representatives, and members chosen for their knowledge, experience, objective judgment, and ability to work collaboratively as a team.

The following criteria are considered 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 the goal of creating a balanced and diverse exhibition schedule, which includes both community-based and fine art exhibitions. Applicants will be notified of the outcome of their application via email. If successful, payment of the exhibition fee and a signed copy of the Exhibitor's Agreement Form will be required.

Gallery Walls & Window Space - Saanich Municipal Hall

Saanich Municipal Hall offers three spaces for exhibiting artwork: the Window Gallery, Mezzanine Gallery Wall, and the Upper / Reception Gallery Walls. These spaces are centrally located and open to the public during business hours. For details on gallery measurements and lighting, please refer to the Installation Guidelines document.

Applications are accepted on an ongoing basis through our online form, and there is no fee to exhibit in these spaces. Exhibitions typically last 6-8 weeks. Applications are reviewed by staff, and decisions are made with the goal of creating a balanced and diverse exhibition schedule. Artists are notified of their application status throughout the year. If successful, a signed copy of the Exhibitor's Agreement Form will be required. We do not take commissions on artwork sales. *Please note that some of these spaces are not wheelchair accessible.

For questions, please contact:

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