

The California Center for the Arts, Escondido Museum Portfolio and Exhibition Review

Submission Guidelines

The California Center for the Arts, Escondido Museum (The Center Museum) is currently accepting artist portfolios and exhibition proposals for review. The CCAE Museum encourages submissions from individuals or institutions wishing to propose a body of work or an exhibition at the CCAE Museum. The Curatorial Department reviews proposals on a monthly basis, and although we make every effort to respond in a timely manner, it may take as long as 8-12 weeks before you hear a response.

Unsolicited material that does not follow the guidelines indicated below will not be reviewed and will be returned to the artist (if sufficient postage has been provided).

The following guidelines are intended to help expedite the review of submissions by insuring that each submission is as complete as possible.

I. PORTFOLIO SUBMISSION INSTRUCTIONS

List of Artworks and Visual Images:

This list should be as complete as possible. Should the proposal be accepted, a more detailed proposal (indicating both the location and condition of available artworks) will be required. Include images (slides, color photocopies, CD, etc) of all proposed artworks.

- A maximum of 25 images. All images should be labeled with your name, copyright, and title/caption information.
- Your full contact information (including phone, address and email), inventory of the contents of the package and subject matter, the format and number of images included.
- A Resume/CV listing solo and group exhibitions, education, teaching or professional experience, commissions, and bibliography.
- Statement about your work or proposal that briefly reflects your personal feelings/intentions as an artist.
- Prepaid self-addressed return envelope or prepaid FedEx or USPS forms. *Please ensure that your submission includes enough postage or it will not be returned.*
- Pack images in flat boxes or between sheets of foam or sturdy cardboard. Limit size of package to no more than 11 x 14 x 4 inches.

The Following Formats Are Accepted:

- 35 mm slides or transparencies, medium or large-format transparencies, silver-gelatin or C prints, and high-quality laser/inkjet prints. All slides, medium or large-format transparencies, and prints must be sent in protective sleeves. Please do not send prints larger than 11 x 14 inches.
- Low or medium-resolution JPEGs, TIFFs, or PDF files on a PC compatible CD. Maximum file size should be 1024 pixels for the longest dimension, at 72 dpi. Please test the CD to see that it works. (High-resolution files will not be reviewed due to time concerns.)
- Media Artists: please submit a preview of your work in DVD format.

II. EXHIBITION PROPOSAL INSTRUCTIONS

The initial exhibition proposal is intended to communicate your exhibition to the CCAE Curatorial Department. It should be clear, concise, and include the following information:

Exhibition Title:

The title should communicate the central theme of the proposed exhibition, attract viewer attention from a distance, and draw patrons to the exhibition. A creative title will also make good copy for marketing and help attract media coverage.

Exhibition Concept:

Summarize the importance of the artworks you have brought together and why they would work well together as an exhibition. What questions will the exhibition ask or answer? Will the exhibition convey a specific point of view? What type of audience would the exhibition attract?

Educational Objectives and Intended Audiences:

Clearly articulate how the exhibition will engage its viewers. Are there objectives in the exhibition specifically geared to a particular audience (e.g. architectural historians, theater buffs, or contemporary art devotees)? Does the exhibition speak to a general audience or multiple audiences?

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- Media Artists: please submit a preview of your work in DVD format.

Please Include the Following with Your Exhibition Proposal:

- A maximum of 25 images. All images should be labeled with your name, copyright, and title/caption information.
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Please, Do Not:

- Do not send cash, checks, or money orders for return postage.
- Do not send original chromes, negatives, or artwork.
- Do not send contact sheets.
- Do not send digital email submissions.
- Do not list artworks that are not available.

Send Materials To:

Materials should be shipped to:
The California Center for the Arts, Escondido Museum
340 N. Escondido Blvd.
Escondido, CA 92025
(Or dropped off, Tuesday - Friday, 10 a.m.– 4 p.m.)

The Fine Print:

- The California Center for the Arts, Escondido Museum accepts no liability for loss or damage to material during the review process or during return handling, packing, and shipping.

Thank you for your interest in the California Center for the Arts Escondido, Museum.