

## **Submitting your work and frequently asked questions:**

### ***How do I apply to DCAC about getting my own art show?***

Please submit 10 to 12 images on a CD or DVD along with a printed version of your resume, artist statement and image identification sheet with the dimensions, media and date created. Mail these to:

DCAC Gallery Manager  
2438 18th St. NW  
Washington, DC 20009

You will be notified that we have received your submission. If you have not been notified after three weeks, send an email to [info@dcartscenter.org](mailto:info@dcartscenter.org) and inquire as to whether or not we have received your application.

### ***Who reviews my submission?***

DCAC has a Visual Arts Committee made up of collectors, artists and curators who work with the director to choose the exhibits we show.

### ***How long will it take for me to be contacted about getting a show?***

The Visual Arts Committee meets on its own schedule, usually four to five times per year. New applications are typically reviewed at each of these meetings, but the timing is irregular, so we cannot guarantee a specific timeframe in which we will contact you.

### ***On what criteria are the applications reviewed?***

The Visual arts Committee looks for serious, practicing artists who are working on their body of work. The Committee seeks to evaluate that work and offer exhibitions to those whose work anticipates the newest trends, movements, and ideas in our culture. Most exhibitions are individual, two person, and small group shows. The Committee does not curate exhibitions, but brings artists and curators together to produce professional caliber exhibitions in our gallery.

Once an artist has been selected as a possible candidate for an exhibition, two to three members of the Committee will make a studio visit to see the work in person and discuss it directly with the artist. At that time a schedule might be discussed for the show that best accommodates the needs of DCAC and the artist.

The Committee's mandate is to showcase emerging and under-recognized artists in the Washington metropolitan area; to engage members from the diverse cultures in our

community; and assist artists and curators at the beginning of their careers by developing the practices and skills necessary for future success.

***If I am rejected may I submit again?***

Yes, absolutely. The Committee is very interested in the development of the artists who submit to DCAC.

***Can I submit a proposal for the gallery and theater space together?***

Not really. The gallery and theater are programmed separately and have very different scheduling and application processes. It is possible that there can be cross over programs and that the theater at times could be used in conjunction with the gallery exhibition, but this would be a further discussion with the director farther along into the application process.

***What type of art does DCAC exhibit?***

DCAC exhibits work in all media. The only real restrictions are what can fit through the door and is not so heavy that it will collapse our floor, outside of that, all is possible.

***How flexible is the gallery in working with installation artists and non-traditional mediums?***

Installation artists are welcome; however installation time at DCAC is short, so often installation work has to be discussed in a different context. When applying for an installation a timeframe should be included with the proposal. It should be noted that:

- Any changes to the gallery space must be addressed and approved long before installing the exhibit, including, but not limited to, painting and changes in the placement of lighting instruments.
- If artists are interested in painting wall sized pieces, we require the use panels or large sheets of paper rather than painting directly on the walls.
- The DCAC gallery has limited space, so it is encouraged that the artists tour the gallery before submitting large proposals.

***When will I have access to the gallery to install my show?***

You will have full access to the gallery during your agreed upon installation times, 24 hours a day. It is the responsibility of the artists and curator to install the show, so it is possible for you to be in the gallery while DCAC is closed and there is no staff present. If necessary you will receive a key to the door from the director.

The only restriction is that it is possible that on the day that you install your exhibit there could be theater performance in the evening and audiences enter our theater through the gallery. The gallery space needs to be safe and usable when audiences are entering and exiting the theater, usually between 6:30 and 7:30 and around 9:30 pm.

Once the exhibition is open the artists(s) will only have access to the gallery during its normal hours of operation, even if you still have a key. If off-hour access is needed it must be approved by the director.

***Does DCAC provide insurance?***

DCAC does **NOT** provide insurance for the artist's works; artist must take own necessary steps concerning insuring his/her work.

***Does DCAC take a commission on work sold?***

DCAC keeps a 30% commission on all work(s) sold during and/or as the result of the exhibition at DCAC.

***Can I store artwork or packing materials while at DCAC?***

No. We do not have any storage space to store artwork, tools or packing materials before, during or after an exhibit.

***When is the opening reception?***

On the first Friday of the exhibition a reception is given for the artist(s) from 7 – 9 pm. The artist(s) and curator are expected to attend the opening.

***Do you provide food and wine at the opening?***

DCAC provides a cash bar with water, soda, beer and wine available for donation. We do not offer food at art openings and do not allow food in the gallery.

***Does DCAC print invitations?***

Typically DCAC will design and print postcard invitations to mail to our membership and have in the gallery during the exhibition. There are usually enough for the artists(s) to take some to mail to their own list and distribute to their friends. If you wish to design and print postcards yourself, DCAC will contribute to the cost the same amount we would have spent had we made them ourselves.

***Does DCAC create a catalogue for each exhibition?***

No. DCAC creates catalogues only for exhibitions in the Curatorial Initiative program.

***How does DCAC label the works in the show?***

We do not label individual works in our gallery. We number the artwork with ½ inch vinyl numbers and have a corresponding a price list. The artist or curator must provide prices and titles of all the work in their show to our staff by 3:00 pm on the day of the opening reception.

***Am I expected to speak about my work?***

We encourage, but do not require, artist(s) and curators to have a gallery talk sometime during the run of the exhibition. Usually, this takes the form of a gallery talk on the last day of the exhibition which is always a Sunday and always at 5:00 pm.

***When is the DCAC Gallery open?***

Our gallery hours are Wednesdays-Sundays from 2 to 7pm, however, the gallery remains open whenever there is a performance or event in the theater, so on Fridays and Saturdays the gallery might be open until midnight.

***What will DCAC provide for me once I have secured a show?***

Mainly, DCAC provides a clean and professional environment in which you can present your art. We have a capable and trained staff on hand during all open hours that greet patrons and provide them with information about your work. We offer regular hours of operation and strive to maintain the gallery and exhibition in the same state in which the artist(s) created it for the opening.

Further, we will help publicize your show by:

- promoting your show on our website
- promoting your show in our weekly email newsletter
- promoting your show in the bi-monthly calendar.
- including you in the weekly press release which goes out to newspapers, radio and TV PSA desks.
- printing and mailing postcards.

***What do I need to know about the DCAC gallery space before I install?***

- You should plan a walk-through of the space with the director when conceptualizing the way the show will be installed. Some walls are better for different types of installation; and projections, monitors, and things that might hang down from the ceiling need to be addressed before you start installation.
- The ceiling is at a slope (not flat) – you will have to work with the angles when you hang your work.
- The floor is not level, so do not measure from the floor if you want to hang pieces level. You must level from a fixed position.
- The artist is responsible for bringing hanging materials and tools.
- You must **use pencils** not pens to mark up walls.
- **No adhesive material** can be used for hanging (i.e. spraymount, adhesive velcro, 2-sided tape or wallpaper glue). Nails, screws, bolts and the like are what we like.
- Pieces that hang free or loosely from the wall, particularly paper works, will move and sway due to the air conditioning and heat vents.
- Keep in mind that we may not have enough lights to spot light every piece hung on the walls. Lighting is done by and at the discretion of the director.
- We have a lot of electrical outlets. Wires must be attached to wall or floor in a discreet manner and approved by the director.