



Roland Dille Center for the Arts Gallery
Exhibition Proposal Form

See Prospectus for full directions. Please type or print clearly.

Name of Main Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Website: _____

☐ Solo Exhibition ☐ Two-Person Exhibition ☐ Group Exhibition

Please note that the Roland Dille Center for the Arts Gallery only accepts digital exhibition proposals. This is designed to help artists save money and to also streamline the review process. Please refer to Section IV of the Prospectus for full details on how to submit your exhibition proposal materials.

The following materials are required with all exhibition proposals:

- | | |
|---|---|
| <input type="checkbox"/> Exhibition Proposal Form (This Page) | <input type="checkbox"/> Curriculum Vitae/Resume |
| <input type="checkbox"/> Exhibition Proposal Statement | <input type="checkbox"/> Image Inventory List |
| <input type="checkbox"/> Artist/Curatorial Statement | <input type="checkbox"/> 5-10 Digital Images/Video Link |

☐ **Agreement to Participate:**

Submitting this proposal form indicates that you agree with the conditions of entry and exhibition as outlined in the Prospectus. Pending the acceptance of your proposal and a formal contract, the submission of this form also means that you agree to make your work available to the Roland Dille Center for the Arts Gallery if it is selected for exhibition.

Signature

Date

If you have any questions about the application, the review process or the RDCA Gallery, please contact the gallery director, James Louks, at:
[**james.louks@mnstate.edu**](mailto:james.louks@mnstate.edu).

CALL FOR EXHIBITION PROPOSALS: PROSPECTUS

I. Background

A. Mission of the Roland Dille Center for the Arts Gallery

The Roland Dille Center for the Arts Gallery, located on the campus of Minnesota State University Moorhead, presents a schedule of changing exhibitions throughout the academic year to introduce MSUM students, faculty and staff, as well as the greater Fargo-Moorhead region, to a variety of contemporary practices in a wide range of mediums.

B. Eligibility

The Roland Dille Center for the Arts Gallery welcomes proposals from artists, curators, collectors and arts organizations for solo, two-person and group exhibitions of artwork in all media. The application process is free.

C. Selection Process

Exhibition proposals are reviewed by the Gallery/Visiting Artist Committee, made up of Minnesota State University Moorhead School of Art faculty members and the gallery director. Exhibitions are selected based upon the quality of the work in the proposal, the strength of the exhibition concept, the compatibility of the proposed exhibition with the existing exhibition calendar, and the relevance of the proposal to the mission of the Roland Dille Center for the Arts Gallery.

D. Delivery & Return of Work

All works selected for exhibition must arrive ready to install. Works not gallery-ready, or not exhibiting good craft, may be disqualified from exhibition. If the works do not conform to what is presented in the submission, the Roland Dille Center for the Arts Gallery retains the right to withdraw works or cancel exhibitions at its discretion. Work may be hand delivered or shipped. Shipped works must be sent in easily reusable packaging. Exhibited work will remain on display for the duration of the exhibition. Specific shipping details and arrangements are outlined in contracts for Exhibiting and Visiting Artists.

E. Funding and Program Activities

The School of Art at Minnesota State University Moorhead and the Roland Dille Center for the Arts Gallery provide accepted artists with an honorarium, provide the opportunity for artists/curators to lead workshops/discussions with students and classes and conduct critiques with BFA students. Visiting Artists are asked to present an Artist's Lecture as a part of the Colloquium Lecture Series, funded in part by the Comstock Foundation.

F. Promotion of Exhibition

All exhibitions are publicized via postcards that are sent to our mailing list, exhibition posters and local print/digital media. Additionally, all exhibitions are publicized through Facebook, Instagram, Twitter and the MSUM website and newsletters.

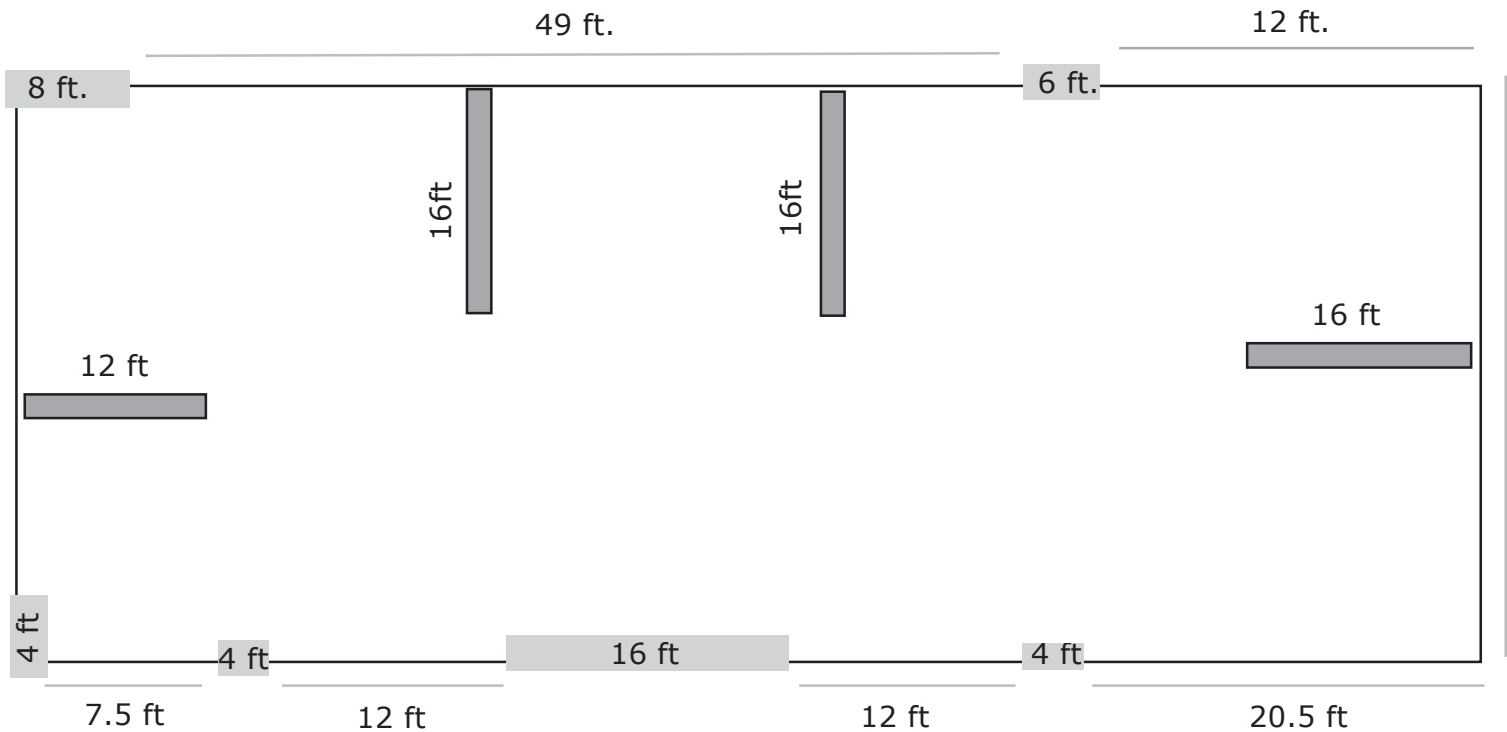
G. Sale of Work

The Roland Dille Center for the Arts Gallery does not conduct nor does it handle sales of artwork in its exhibitions. Potential buyers are put into direct contact with the artist.

II. Gallery Specifications

The Roland Dille Center for the Arts Gallery is a humidity-controlled environment and is equipped to accommodate a wide variety of media. With ceiling heights of 12 feet, the gallery is able to facilitate installations of large-scale sculpture through a system of hooks and cables. A variety of moveable walls, floor and wall pedestals, shelving and vitrines increase the amount of exhibition space and enable the gallery to be configured in a wide variety of floor plans.




Below is a sample layout of the RDCA Gallery:



There is 173.5 feet of running wall in the RDCA Gallery.

We have 4 large movable walls all (three 16 ft long, one 12 ft long, all 93" high), if both sides of all of them are made availabe (as seen in diagram above) there is 293.5 feet of running wall space.

We also have 4 small movable walls measuring 4 x 8 ft. The layout of the gallery can be altered significantly to match the needs of the exhibition.

-  doorways, etc.
-  wall
-  movable wall

III. Application Materials Needed

A. Exhibition Proposal Statement (PDF)

In 250 words or less, briefly outline your exhibition proposal, explaining why you are interested in exhibiting at the RDCA Gallery and highlight key themes, messages or content areas that the exhibition will cover or convey to the public. Also address how your exhibition would benefit the campus community and the Fargo-Moorhead region.

B. Artist/Curatorial Statement (PDF)

Submit an Artist or Curatorial Statement of 150-250 words for all relevant personnel involved in the project. Statements must be specific to the artwork in the proposed exhibition.

C. Curriculum Vitae/Resume (PDF)

Submit a current curriculum vitae or resume for all relevant personnel (exhibiting artists and/or curators). Please limit these documents to 4 pages per individual.

D. Image Inventory List (PDF)

For all submitted images, please include a corresponding image list, including title, media, dimensions, and date of each work.

E. Digital Images (JPEG)

Submit 5-10 digital images. Images should be high quality, jpeg format, no smaller than 1000 pixels in any direction and at least 72dpi. Please limit image file sizes to 2 MB.

All entry files must be named with the artist's last name (underscore) first name, followed by the entry number as noted on the accompanying image list (i.e. Smith_Jane_1.jpg).

Detail and installation views are considered part of the 5-10 image total.

Detail and installation view images must include the word 'detail' in the filename (i.e. Smith_Jane_1detail1.jpg or Smith_Jane_1Installation1.jpg).

Note whether the images submitted are the actual pieces that will be in the exhibition or are representative of the work in general, when the works are yet to be created. Images of actual pieces are strongly preferred.

F. Video/Performance/Interactive Submissions (Link)

Video, performance and interactive submissions should be submitted in the form of a link to a viewable online copy of each work. It is understood that online versions of video files may be lower quality than those expected for exhibition.

Video links should link directly to online or downloadable content that does NOT require a password or membership to view. Acceptable formats include YouTube, Vimeo, Dropbox or link to artist's website.

IV. Submission of Exhibition Proposal

Specific instructions regarding proposal materials were outlined in the prospectus.

All exhibition proposals must be submitted digitally via email. Send all materials to the Gallery Director, James Louks: james.louks@mnstate.edu.

The following should be used for the subject line of the email:
(Last Name, Exhibition Proposal, 2017)

Please follow these instructions when submitting exhibition proposal materials:

1. Please fill out the first page of the prospectus and attach it as a PDF to your email.

Label the PDF as follows: (Last Name_Contact Information)

2. The following materials must be submitted as a single PDF:

- Exhibition Proposal Statement
- Artist/Curatorial Statement
- Curriculum Vitae/Resume
- Image Inventory List

Label this PDF as follows: (Last Name_Application Materials)

3. Digital images should be submitted as attachments to the email following the instructions in the prospectus. If needed, additional emails can be sent. (Please make a note of this in the body of the email.)
4. Links for video/performance/interactive works should be sent in the body of the email. Please refer to the prospectus for specific instructions.