

## FREQUENTLY ASKED QUESTIONS (FAQ)

### Centro de Artes Call for Exhibitions & Related Programming

August 2019

#### **How are Centro de Artes exhibitions funded?**

Centro de Artes exhibitions are funded by the City of San Antonio Department of Arts and Culture utilizing Hotel Occupancy Tax (HOT) funds. Centro de Artes has an annual line item budget of \$150,000 (per fiscal year October 1 – September 30). \$50,000 is budgeted for each round of exhibitions hosted at Centro de Artes, which can include multiple exhibitions opening at the same time.

The Department of Arts and Culture pays contractors directly for exhibit installation/de-installation, graphic design, event photography, printing of the catalogue and all promotional material, fabrication of wall text and signage, refreshments, maintenance and security for programming, and marketing. For a two floor exhibition, these expenses generally average \$30,000.

When submitting your proposed budget, the following guidelines should be considered since your available budget will vary dependent on the size of your exhibition:

<b>Size of Exhibition</b>	<b>Available Budget</b>
2 Floors	\$20,000
1 Floor	\$10,000
Half or Section of 1 floor	\$5,000

The expenses that you will need to account for in your line item budget include artist and curator fees, packing and shipping of artwork, photographic documentation of the exhibition, honorariums for panelists, and other potential exhibition expenses. Exhibition funds cannot be used to purchase art work.

Please be aware that the budget you submit with your application is preliminary and is meant to assist the committee in determining the feasibility of exhibition. Estimated expenses may change when actual exhibit costs are calculated.

#### **How will the City of San Antonio/Centro de Artes promote the exhibit?**

The City of San Antonio Department of Arts & Culture (COSA) promotes all Centro de Artes exhibits through direct email, social media, news releases, and print and digital ads. COSA will create a post card/flyer for the exhibit to be distributed physically and electronically. Where appropriate, COSA will engage community partners to promote exhibits and programs. Selected curators, artists, and/or organizations are expected to help in promotion. Requests for additional advertising should be submitted for consideration in the proposed budget.

#### **Does City of San Antonio/Centro de Artes provide an opening reception?**

Yes! COSA will host an opening reception and provide appetizers and beverages. Opening receptions are generally on Thursday evenings from 6:00 pm – 9:00 pm.

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#### **What about other events like lectures, workshops, and tours?**

The City of San Antonio/Centro de Artes encourages all proposals to include a minimum of one (1) public program during the exhibit.

#### **How long will my exhibit at Centro de Artes be on display?**

Most exhibits are on display for 4 – 6 months. If your exhibit is selected, City of San Antonio/Centro de Artes will provide you with proposed dates and length of the exhibit.

#### **Can I request specific dates for my exhibit?**

Yes. The Selection Committee will consider requests for exhibits that require specific dates. Please include this request in your proposal narrative and ensure your dates are within the time period for which City of San Antonio/Centro de Artes is accepting proposals (February 2021– December 2022). There is no guarantee that we will be able to accommodate the requested dates.

#### **Can art work or other exhibit materials be sold through City of San Antonio/Centro de Artes?**

City of San Antonio/Centro de Artes does not sell exhibited art or materials. We will direct any inquiries for purchase to the artist and/or curator of the exhibit.

#### **Does City of San Antonio/Centro de Artes produce exhibit publications?**

City of San Antonio/Centro de Artes will produce an exhibition catalogue to accompany the exhibition.

#### **Can I paint or make other changes to the gallery walls?**

Normally, we exhibit on white walls, but will consider painting for exhibition design purposes if the budget and time allows. This must be approved by the Department of Arts and Culture. We will not allow for any other modifications to the arrangement, location, or size of the gallery walls.

#### **Who will install and de-install the exhibit?**

City of San Antonio/Centro de Artes will contract professional art handlers to install and de-install the exhibition. Our timeline generally provides for a 10 day installation and 5 day de-installation. This includes gallery prep and repair times.

#### **Who are the Panelists/Selection Committee?**

The Centro de Artes Committee and Department of Arts and Culture staff will be responsible for reviewing and evaluating proposals in accordance with the stated selection criteria as well as the adherence to the Mission and Strategic Plan of Centro De Artes. Staff will make recommendations, and the Centro de Artes Committee will approve the selections. The current Centro de Artes Committee members include: Yadhira Lozano, Chair (San Antonio Arts Commission Member, District 3), Susana Segura (San Antonio Arts Commission Member, District 4), Sarah Gould, Ph.D., Ellen Riojas Clark, Ph.D., Kathy Vargas, Monica Sosa, and Paloma Cortez.

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#### **Can I make contact with members of the Centro de Artes Committee throughout this process?**

Applicants are prohibited from communicating with Centro de Artes Committee Members about their application throughout the Open Call process, which is expected to last until the end of March 2020. Violation of this provision may lead to disqualification of your application from consideration.

#### **Can I submit an application as a collaboration or curatorial team?**

Yes. The application should be completed under one name. In the body of the proposal, please state the nature of the collaboration.

#### **I'm an artist. Can I still apply?**

Yes. Artists are eligible to apply for a solo exhibition, or as part of a group exhibition. You must include information in your Proposal Narrative as to how you will establish an objective perspective in the interpretation of your work.

#### **Is this a good opportunity for artist collectives or groups?**

Yes, artist collectives and group shows are most conducive to the space, given its size and the amount of work needed to efficiently fill the space.

#### **If I am proposing doing a group show, will all of the artists be considered as one collective, not as individuals?**

Yes, proposals for a group exhibition will be considered as a whole.

#### **Are artist groups required to work with a curator to submit their proposal?**

If you are proposing a group show with multiple artists, you are not required to work with a curator, but need to work with a person who is qualified to objectively write essays and interpretive texts for the exhibition.

#### **Can I propose the inclusion of an art work that has not yet been completed?**

Yes. If you are proposing new work, please include work samples of already completed works that provide context for the new work the artist is proposing to create. If applicable, include any drawings, plans, or concept sketches of the proposed work.

#### **Do the artist(s) I propose need to be committed when I submit the application?**

We encourage curators to submit their best and most realistic list of artists for the exhibition, and that the artists are committed to participating. We understand and expect that the plan for the show will evolve over the course of a year, and that the list of artists may change. If a proposed artist does drop out of the show, we require that they be replaced by a comparable artist.

#### **Can I submit a detailed sketches or storyboards as work samples?**

Please choose work samples that best exemplify the art work that will be in the exhibition. We will accept detailed sketches and story boards as part of your application, but we primarily want to see examples of the

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artwork that is being proposed. If it is a group show, at least one example of artwork for each artist must be submitted.

#### **Is there a minimum number of artworks that need to be on display?**

Due to the size of the space, we normally display 50 – 60 pieces per floor, depending on how it is installed and the size of the individual pieces.

#### **Does my exhibition have to fill the entire building?**

You do not have to submit an exhibition proposal for the entire building, but we do request proposals submitted fill at least one of the floors. On the second floor, the area around the stairwell may be considered on its own, for a smaller exhibition.

#### **I am just beginning my career as an artist, am I required to be a well-known or recognized artist to submit a proposal for this space?**

As directed by Centro de Artes Committee, the focus of this space is on Latino art and culture and the exhibitions presented here should be at the standard of a museum. Although museums are not typically where an emerging artist would have their first exhibition, we encourage artists of all levels who meet the eligibility and submission requirements to apply.

#### **With regards to the suitability/feasibility criteria, what should we prioritize?**

The Centro de Artes Committee will consider whether the proposal is feasible and has the ability to meet city and facility requirements, including schedule, space/architectural limitations, and budget constraints. When you write your proposal, you should take into consideration the specifics of your exhibition to determine how to best present and explain the challenges or limitations.

#### **Are there any limits to the type of media you are looking for?**

We will consider exhibitions in all media, as long as it fits with the Centro de Artes Mission and showcases local and regional art, history, and/or culture featuring San Antonio and/or regional Latino artists and/or art work. While the space was designed for and is more conducive to display of two-dimensional art installed on the walls, we are open to considering all types of exhibitions, including memorabilia, costumes, sculpture and other types of objects.

#### **Would the committee consider a show that includes musical or theatrical performances?**

Yes, however, keep in mind that the space is designed for visual art exhibitions. The quality of the acoustics is not good for sound and the floor does not work well for dance and performing arts. The committee will consider the feasibility of the exhibition to the space as part of the selection criteria.

#### **What is a curator?**

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A curator is the person who selects and interprets art for an exhibition. The curator determines how the art work will be displayed and writes essays and interpretive texts for the exhibition and catalogue.

### **What is a CV?**

A Curriculum Vitae, or CV, is a record of all your professional activities as an artist, curator, or museum professional. This document is similar to a resume, but is generally longer and more detailed. For the purposes of this call for exhibition, we will accept either document. ([LINK TO RESOURCE](#))

### **In the online application system, can I start an application, save it, and then go back to it to complete it?**

Yes, you can start an application, save it, and return to it throughout the application period of August 5 – September 27, 2019. Before you submit your final application, please ensure all required documents are included. After you submit, you will not be able to return to the application to make changes.

### **Is there a submission fee?**

There is no submission fee.

### **When will you announce the selections?**

All applicants will be notified in February 2020.

**Have a question that isn't answered here?**

**Email Stephanie Torres, Sr. Exhibitions Analyst: [stephanie.torres@sanantonio.gov](mailto:stephanie.torres@sanantonio.gov)**