



OKOTOKS ART GALLERY
AT THE STATION

SUBMISSION GUIDELINES | 2025

Artists and curators are invited to submit proposals for the Okotoks Art Gallery's 2025 Exhibition Program. Submissions must be received no later than Friday, May 31, 2024 at 11:59 PM. Exhibition proposals must contain the following:

Cover Letter

This letter of introduction contains current contact information including full mailing address, email and telephone. The cover letter should contain a brief (one paragraph) summary artist/project statement.

Artist / Project Statement

The artist/project statement should indicate the media, technique, theme and/or context of the artwork and title of the proposed exhibit. It should also address any specific technical or spatial requirements regarding the installation of the work. Please limit this to 1-2 pages.

Current Curriculum Vitae

Include a current CV or resume, and a listing of exhibition history. This should not exceed two pages.

A maximum of 10 Images

Include a maximum of 10 images of current or previous work. Image files must be in .jpg or .png format.

Corresponding Image list

Include a corresponding list of images, indicating title, medium, dimensions and year of execution.

Relevant Support Material

If relevant, please include a selection of support material, such as copies of recent reviews or publications featuring the artwork.

Note: As per standard art gallery practice, The Okotoks Art Gallery's exhibition schedule is programmed a full year in advance. This enables the Okotoks Art Gallery to fulfill provincial and federal government funding requirements and provide adequate planning time to mount significant exhibitions that are supported through educational programs and public relations.

Submissions will be reviewed by a jury comprised of art professionals in summer 2024. Successful applicants will be contacted in August or September 2024. Only successful applicants will be notified at the end of the jury process.



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FACT SHEET

GALLERIES

Large Gallery | 900 sq. ft. | 115 linear feet | 8.5 ft. ceiling height

Small Gallery | 420 sq. ft. | 78 linear feet | 8.5 ft. ceiling height

FEES

The gallery pays CARFAC fees to exhibiting artists.

SECURITY

The Gallery has a full security program in place. A copy of the Gallery's security policy is available upon request.

OPENINGS

Opening receptions are arranged by the Gallery. The artist is expected to attend.

PROGRAMMING

The gallery offers school and public programs in conjunction with exhibits. Programming may include, but is not limited to, artist talks/tours, school and youth programming, family programs, adult programs and studio programs dependent on the nature and length of the exhibition. Programming is developed and delivered by Gallery staff.

PUBLIC RELATIONS

The Gallery promotes exhibits through print and web media. The Gallery requires the artist/curator to be available for media interviews and must provide images of the art/exhibit for promotional purposes.

SALES

The Gallery has an art sales program along with a gift shop to accommodate the sale of original art, catalogues, art cards, and other exhibit related items. Gallery commission is 25%.

STORAGE | LOADING

The Gallery has a secured storage area for acclimatization of exhibition objects. The storage area is temperature, pest and humidity controlled, with controlled access. A full facility report outlining the specifications of the storage and loading areas is available.

The Gallery has a loading dock, which can accept crates measuring up to 50" w x 77" h.

CURATORIAL STAFF

The Gallery's trained staff will pack and unpack exhibit items. Incoming and outgoing condition reports, object tracking, handling, and exhibit installation are performed on all art on loan to the Gallery.

Allan Boss | Cultural and Heritage Manager

Allan oversees the Okotoks Art Gallery, the Okotoks Museum and Archives at Heritage House, Arts Education Program, Public Art, and the Rotary Performing Arts Centre. Before arriving in Okotoks he worked as a CBC radio producer, his work won prizes and nominations for international awards including the *Peabody*, *New York Festivals*, *Gabriel*, and the *Prix Italia*. An author and editor, Allan has also published four books: *Identifying Mavor Moore* (2011) and *Discovering Mavor Moore* (2013), *The Best of Alberta Anthology* (2005), and *Alberta Anthology* (2006). Allan has a B.F.A. from the University of Victoria, an M.F.A. from Concordia University in Montreal, and a Ph.D. from the University of Calgary.

Katrina Lougheed | Gallery Specialist

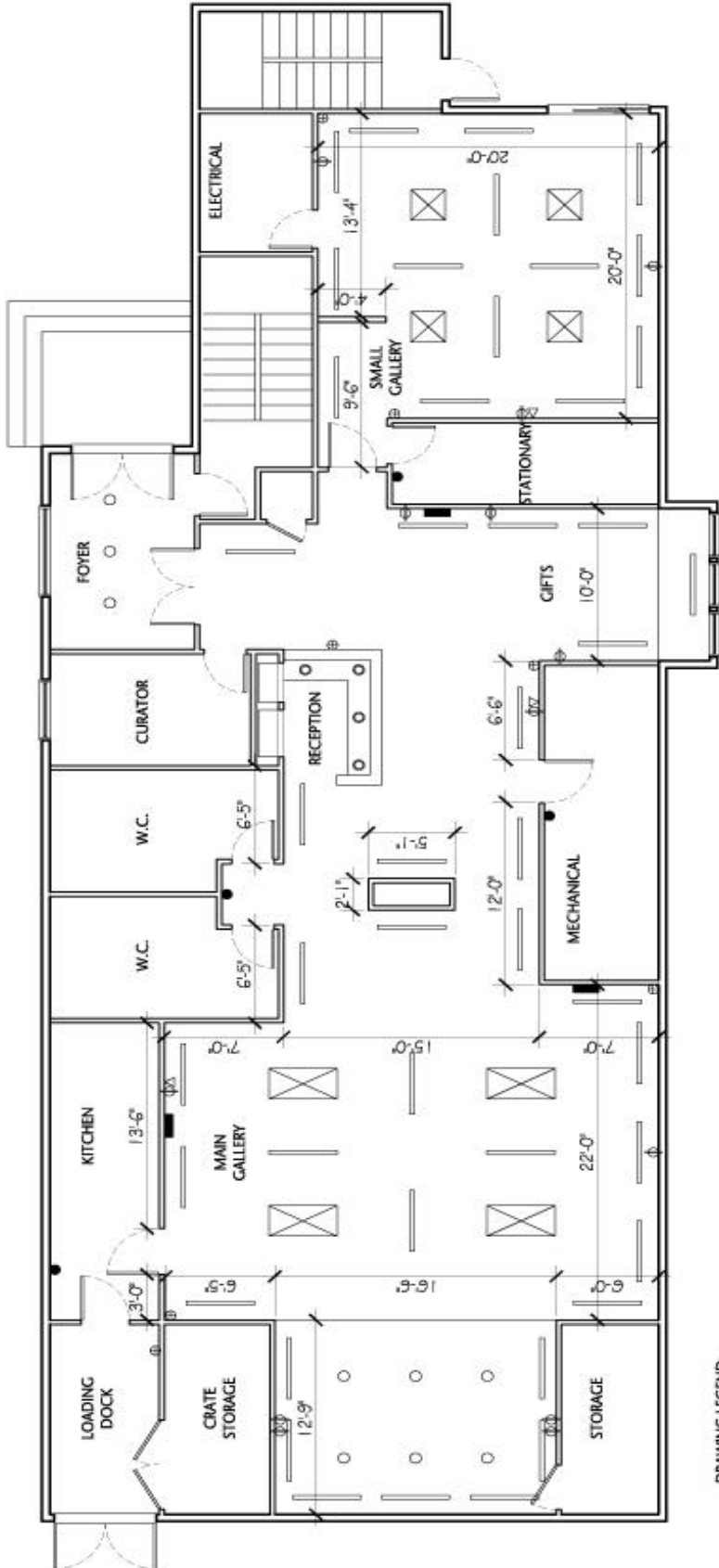
Katrina has worked for the Okotoks Art Gallery since she moved to Alberta in 2015. She has a B.A. in Classical Civilizations and Languages from the University of Windsor, a Master's of Museum Studies from the University of Toronto, and a Professional Specialization in Collections Management from the University of Victoria. She has worked with the Royal Ontario Museum, Ontario Science Centre, and the 48th Highlanders Regimental Museum in Toronto. Responsibilities at the gallery include overseeing exhibit installations and takedowns, artist contracts, a variety of administration duties, and organizing the day-to-day activities at the gallery.

Andrea Spiers | Events Specialist

Andrea began volunteering with the Okotoks culture community when she moved here in 2000 from B.C. and has been working as full time staff at the gallery since 2009. She is a certified custom framing specialist, with experience handling a variety of artwork. Responsibilities at the gallery include assisting with exhibit installations and takedowns, a variety of administration duties and day-to-day activities at the gallery.

Erin Vance | Education Programmer

Born and raised in the Alberta Foothills, Erin is passionate about making arts and culture accessible and engaging for all members of the community. She has been teaching English, creative writing, social studies, history, folklore, and art for over ten years. She holds an M.A. in English Literature and Creative Writing from the University of Calgary and an M.A. in Irish Folklore and Ethnology from University College Dublin. She has also studied at the Seamus Heaney Centre for Poetry at Queens University Belfast. Erin is the author of the novel *Advice for Taxidermists and Amateur Beekeepers* (Stonehouse Publishing 2019), and the poetry collection *A History of Touch* (Guernica Editions 2022), as well as six chapbooks of poetry. In 2017, Erin was a recipient of the Alberta Foundation for the Arts Young Artist Prize (nominated by Aritha van Herk) and a finalist for the 2018 Alberta Magazine Awards for her short story "All the Pretty Bones." Her fiction, poetry, and essays have appeared in magazines and journals all over the world.



DRAWING LEGEND:

- ⊕ SECURITY CAMERA
- EMERGENCY LIGHT
- FIRE EXTINGUISHER
- ⚡ ELECTRICAL OUTLET
- △ DATA OUTLET
- RECESSED POTLIGHT
- PENDANT LIGHT
- TRACK LIGHT
- ⊠ CEILING MOUNTED

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