

Exhibition guidelines:

Thank you for your interest in exhibiting as part of the El Paso Museum of History Community Gallery initiative; the Community Gallery is dedicated to practice-led research, and the gallery reflects an interest in a diversity of art/history and design practices.

The El Paso Museum of History Community Gallery aims to foster cultural/historical and design practice, including media arts and hybrid projects through research-based exhibitions with a strong curatorial focus or rationale.

The Community Gallery program prioritizes exhibitions by:

- Cultural practitioners, artists, historians, and independent curators;
- Designers in residence;
- Creative research projects undertaken by staff; and
- Undergraduate projects, honors exhibitions, museum studies, and Graduating student exhibitions.

Proposals:

1. Proposal Coversheet (please complete the template on page 6 of these guidelines)

2. Exhibition Proposal (1 A4 page)

Proposals should include a brief project description of at most 1-A4 page, which also identifies your preferred space and consists of a list of technical requirements. If the work is process-based, then please describe your intentions for the work. Knowing whether you have plans for any writing or publication to accompany the exhibition is also helpful.

If your exhibition or project is part of your postgraduate research or to be examined, please include the Head of Postgraduate Studies in your booking.

3. Support Material

The supporting material should include the following (as relevant):

4. Current CV (no more than 2-A4 pages) of all participants (e.g. Cultural practitioners, artists, historians, and independent curators)

- Exhibitions proposed **MUST** be identified as such.
- If it is a group project, confirmation of all participants and their roles
- External applicants should include 8 images of recent work for a solo show, maximum 20 images for a group show
- Examples of published texts by scholars/researchers (if applicable)

All documentation should be of good quality and clearly labeled. The description of the work(s) must be clear and comprehensible.

Please list all supporting documentation with name, title, date, medium, and dimensions, and ensure all support material is clearly labeled.

Please bear in mind that there are only a certain number of exhibitions possible in a given year and that El Paso Museum of History spaces are not open-access; consequently, submitting a proposal is no guarantee of acceptance.

4. Exhibition requirements

General gallery Information

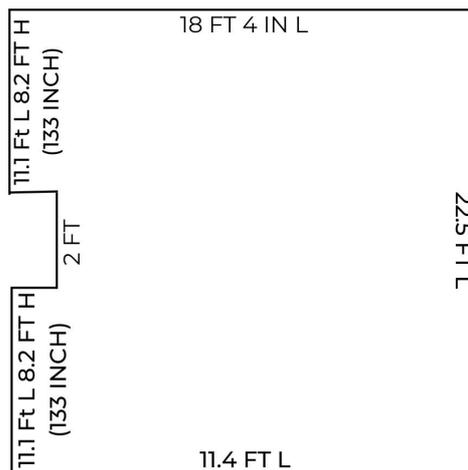
Any variation to the following guidelines is at the discretion of the El Paso Museum of History and should be discussed with the Head of School or delegated well in advance of any scheduled exhibition.

Floor plans available on request:

a. **Exhibition Spaces:**

Community Gallery:

Dimensions:



b. **Hours/Dates:**

- Gallery access hours: 9 am-5 pm, Monday to Friday. Any after-hours access to the building must be pre-approved. Museum hours are 9 am-6 pm, Wednesday to Saturday.
- All works within any exhibition **MUST** remain in the gallery for the entire exhibition duration as per your Letter of Agreement (LOA).

c. Installation:

Exhibitions opening events may take place on Friday. Please indicate how long you will require to install the work.

Equipment is subject to availability. Please see Appendix 1 for a list of available equipment for the gallery.

- Exhibitor(s) are given [X] days to install their exhibit and should plan the size and scope of their installation accordingly. Installation must take place between Monday and Friday, from 9 AM to 5 PM.
- In general, installation is the responsibility of the exhibitor(s) but must be executed in consultation with El Paso Museum of History staff. El Paso Museum of History staff will be available Monday through Friday from 9 AM to 5 PM to provide technical support and advice.
- Standard installation materials (i.e. white paint, nails, cases/pedestals as available) are provided by the Museum within reason. Any equipment provided by the Museum is subject to availability. Please see Appendix 1 for a list of available equipment.
- Please note that all works pertaining to the exhibition **MUST** remain in the gallery for the entire exhibition duration as per your Letter of Agreement (LOA).

Publicity and promotion:

- Artists and curators participating in the exhibition program should provide at least three publication standard images (preferably in Instagram/Facebook cover photo formats) representative of the work to be used for the invitation for the museum's social media/website.
- The El Paso Museum of History will promote the exhibition through its e-list, website, and social media.
- Cultural practitioners, artists, historians, and independent curators are responsible for providing correct information regarding artists' names and artworks, any funding credits, or other acknowledgments to go on the list of works and for labels. Labels must be created by the cultural practitioners, artists, historians, and independent curators; the museum can provide foam core for the intro panel.
- The El Paso Museum of History staff or delegate must approve all promotional materials (including invitations, press releases, and any posters or fliers) prior to publication and distribution.

e. Exhibition opening or closing events:

- Official opening or closing of exhibitions typically take place on **Thursday or Saturday, therefore, Friday is designated opening day for Community Gallery shows.**
- The museum can provide light refreshments and non-alcoholic drinks for the event.
- Staffing assistance for catering and openings will be provided. Exhibition openings are coordinated by the exhibitor in consultation with **Nora Rose, Community Engagement Coordinator.**
- Any request for openings after-hours must be organized well in advance of the exhibition. Access to the building and facilities requires prior approval.

f. Sales:

- Merchandise related to the exhibition (i.e. prints, buttons, shirts, etc.) maybe be sold only if the exhibitor is present and is entirely responsible for the transaction.

Required Meetings

- The exhibitor(s) are required to attend the following meetings after receiving approval for their project:
 - 1. Onboarding Meeting –
 - 2. Curation Meeting –
 - 3. Marketing/Design Meeting -
 - 4. Installation Meeting –
 - 5. Programming Meeting –

Exhibit Programming

Exhibitors are invited, but are not required, to plan public programming to accompany their exhibit. In keeping with the El Paso Museum of History's mission of equity and access, all programming must be free to the community. The Museum can provide staffing assistance but any additional costs associated with programming are to be incurred by the exhibitor.

Exhibitors wanting to host an exhibit opening must plan for the event to take place on Friday. The Museum can provide light refreshments and non-alcoholic drinks for the event.

Any proposed public programming must be organized well in advance of exhibition and must receive prior approval from Nora Rose, Community Engagement Coordinator, in order to avoid scheduling conflicts with Museum programming.

g. Insurance:

The El Paso Museum of History will carry insurance on the work(s) displayed unless asked otherwise. The exhibitor will provide a dollar amount for all objects and materials being displayed.

5. Submitting proposals and further information

Deadline: variable

Please get in touch with the Education and Curatorial Associate for information. Applicants will be advised of the outcome in due course.

Please use the El Paso Museum of History Proposal Coversheet on the following page and attach all supporting material as outlined in the Proposal Guidelines.

Please note:

- Proposals will be accepted throughout the year.

Proposals should be sent via email to:

Director Erica Marin
E: MarinME@elpasotexas.gov

Javee Segovia
Education and Curatorial Associate
E. Segoviaj@elpasotexas.gov
T. (915) 212-3164

It is recommended that all applicants contact the Education and Curatorial Associate, to discuss their proposal prior to submission.

If your proposal is successful, please contact the Education and Curatorial Associate, to arrange a meeting at least four weeks prior to installation:

Please note that these are guidelines only. If you have any questions, make sure you contact the Education and Curatorial Associate as soon as possible. Please note that if your proposal is successful, you will be issued with a detailed Letter of Agreement (LOA).

*Equipment is subject to availability.

Thank you for your interest in exhibiting with the El Paso Museum of History.

6. El Paso Museum of History Proposal Coversheet

| | | |
|---|--|---------|
| Name of applicant: | | |
| Postal address: | | |
| | State: | Zip: |
| Phone Number/s: | Daytime : | Mobile: |
| Email Address: | | |
| Anticipated research outcomes (i.e. exhibition, performance, publication as relevant) | | |
| Exhibition title: | | |
| Brief summary of the exhibition, creative development or residency (no more than 200 words): | | |
| Is the work to be examined? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Proposed exhibition dates: | | |
| Indicative installation time (number of days) | | |
| Name of curator/s if relevant (CVs to be attached): | | |
| Names of participating artists, designers, writers (CVs to be attached): | | |
| Name of mentor i.e. professor (if relevant) | | |
| Additional information: | | |

Appendix 1: Community Gallery equipment list

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| Gallery Equipment: (check box if required) | | |
| <input type="checkbox"/> Cases/Pedestals [assorted sizes] | specify number and sizes: | |
| <input type="checkbox"/> Lights [track-mounted spots and washes] | specify number: | |
| <input type="checkbox"/> Movable walls [2.4M wide x 2.6M high. 10 available] | specify number: | |
| <input type="checkbox"/> Other hanging requirements [please note that there are no load-ratings available, so only light-weight items are permissible. | Provide details – items; number of points; indicative weights: | |
| <p>Audio Visual Equipment: Please note that there is no AV equipment available for exclusive use for exhibitions, so exhibitors are encouraged to provide their own. The El Paso Museum of History technical services carries a limited range of AV equipment that is primarily used to service teaching and learning requirements, which will be made available to exhibitions subject to availability, discussion and supervisor approval (when applicable). Last minute requests will not be supported. Please indicate any requests for AV equipment</p> | | |
| <input type="checkbox"/> below: <input type="checkbox"/> LCD Screens | specify number and sizes: | |
| <input type="checkbox"/> Playback devices. Eg. Laptop, Media Player | Specify type & number: | |
| <input type="checkbox"/> Sound requirements. Eg. Speakers, mixers | Specify type & number: | |
| <input type="checkbox"/> Data projectors | Specify type & number: | |
| <input type="checkbox"/> Other (please specify) | | |