

El Paso Museum of History Community Gallery 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 is interested in a diversity of art, history, culture, and design practices.

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

The Community Gallery prioritizes exhibitions by:

- Cultural practitioners, artists, historians, and independent curators;
- Designers in residence;
- Research projects undertaken by staff;
- Undergraduate projects, museum studies programs, and graduate student exhibitions.

Complete proposals should include:

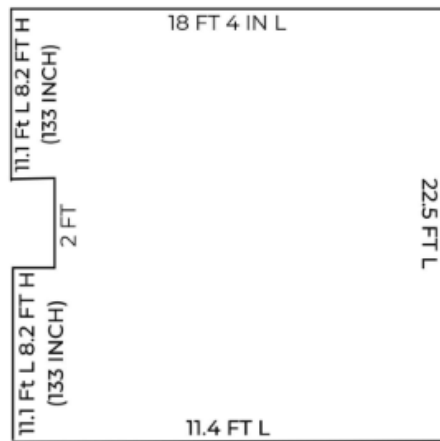
1. Proposal Coversheet (template on page 5)
2. Exhibition Proposals
Proposals should include a brief project description (between one and four pages) that outlines the scope of the exhibit, connections to our region, major themes, and proposed objects to feature (artworks, artifacts, etc.). If the work is process-based, please describe the intentions for the work. Knowing whether writing or publication will accompany the exhibit (now or in the future) is also helpful.
3. Current CV/Resume
The application should include a copy of the applicant's current CV/resume (no more than two pages) as well as the CV/resume of any exhibit participants (e.g. cultural practitioners, artists, historians, and independent curators).
4. Supplemental Information
In addition to the information above, please include the following where relevant:
 - Confirmation of all participants and their roles for group projects;
 - Eight images of recent work (for external applicants);
 - Examples of published texts (for scholars/researchers).

All documentation should be of good quality, clearly labeled with applicant name and title, and free of grammatical errors. The description of the proposed project must be clear and comprehensible. For artifacts or artwork, please include the object name, date, medium, and dimensions.

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. Submitting a proposal is not a guarantee of acceptance.

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

Community Gallery Dimensions:



Hours/Dates:

Gallery access hours: 9 AM - 5 PM, Monday to Friday. Any after-hours access to the building must be pre-approved. The museum is open to the public 9 AM - 6 PM, Wednesday to Saturday, and 11 AM - 3 PM on Sunday.

Installation:

- Exhibitor(s) are given five days to install their exhibit and should plan the size and scope of their installation accordingly. Installation must take place between Monday and Friday, between 9 AM and 5 PM. *subject to change if discussed with museum staff
- 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 - 5 PM to provide technical support and advice.
- Standard installation materials (i.e. white paint, nails, cases/pedestals) are provided by the Museum within reason and are subject to availability. Please see Appendix 1 for a list of available equipment.
- All text panels and labels must be created by the exhibitors; the museum can print and mount on foamcore a limited number of text panels and labels for the exhibitor. The exhibitor **MUST** submit all text panels and labels to museum staff at least two weeks in advance for review and approval.
- 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:

- Exhibitors 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 newsletter, website, and social media.
- Exhibitors are responsible for providing correct information regarding artists' names and artworks, any funding credits, or other acknowledgments to accompany promotions.

- The El Paso Museum of History staff must approve all promotional materials (including invitations, press releases, and any posters or fliers) prior to publication and distribution.

Exhibition Opening and Closing Events:

- Exhibition openings and/or closing events typically take place on Thursday or Saturday, though accommodations may be made if discussed in advance with museum staff.
- Catering and light refreshments are allowed. If the exhibitor wishes to hold an exhibition opening or closing event, they are required to coordinate with the Museum Engagement Coordinator.
- Any request for openings after museum hours must be organized well in advance of the exhibition. Access to the building and facilities requires prior approval.

Required Meetings:

The exhibitor will be required to attend meetings with museum staff, including but not limited to: onboarding meeting, curation meeting, marketing/design meeting, installation meeting, and a programming/education meeting.

Exhibition Programming:

Exhibitors are invited, but 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 may provide staffing assistance but any additional costs associated with programming are to be incurred by the exhibitor.

Any proposed public programming must be organized well in advance and must receive prior approval by the Museum Engagement Coordinator.

Sales:

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

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.

Submitting Proposals and Other Information:

Deadline: ongoing

Applicants will be advised of the outcome in due course. Use the El Paso Museum of History Proposal Coversheet and attach all supporting material as outlined in the Proposal Guidelines. Please note proposals will be accepted on a rolling deadline throughout the year.

It is recommended that all applicants contact the Assistant Curator to discuss their proposal prior to submission. If your proposal is successful, please contact the Assistant Curator to arrange a meeting at least eight weeks prior to installation. If you have any questions, make sure to contact the Assistant

Curator as soon as possible. If your proposal is successful, you will be issued with a detailed Letter of Agreement (LOA).

Proposals should be sent via email to:

Erica Marin
Museum Director
MarinME@elpasotexas.gov

Jessica Sapien
Assistant Curator
SapienJ@elpasotexas.gov
(915) 212-3054

Thank you for your interest in exhibiting with the El Paso Museum of History. Application begins on the next page.

El Paso Museum of History Community Gallery Proposal Coversheet

Name:	
Postal Address:	State: Zip:
Email Address:	
Anticipated research outcomes (i.e. exhibition, performance, publication as relevant):	
Exhibition Title:	
Brief summary of the exhibition (no more than 200 words):	
Proposed exhibition dates:	
Installation time (number of days):	
Name of curator/s (CVs to be attached):	
Additional Information:	

Appendix 1: Community Gallery Equipment List

For audio visual equipment, please note that there is no AV equipment available for exclusive the use of 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. These will be made available to exhibitions subject to discussion and staff approval. Last minute requests will not be supported.

Cases/Pedestals (specify number and approx. sizes):	
Hanging Equipment (please note that there are no load-ratings available, so only light-weight items are permissible):	
LCD Screen:	
Speakers:	
Projector:	
Other:	