



## INDIVIDUAL ARTIST PROPOSAL REVIEW PROCEDURES

The Nevada Museum of Art encourages submissions from individual artists. The Curatorial Department reviews proposals on a monthly basis, and although we make every effort to respond in a timely manner, it may take as long as 8 weeks before you receive a response. We appreciate your patience.

The following guidelines are intended to help expedite the review of submissions by insuring that each artist proposal is as complete as possible. If you require additional information or assistance, please contact the Curatorial Department at 775-329-3333 ex. 259.

### Please include the following materials with your proposal:

#### 1. WRITTEN MATERIALS

- a. Current resume listing solo and group exhibitions, education, teaching or professional experience, commissions, and bibliography.
- b. An artist statement briefly reflecting your personal feelings/intentions as an artist.
- c. If you are submitting a proposal for an installation or performance, please also include an exhibition statement outlining your spatial and material needs.

#### 2. VISUAL MATERIALS

- a. A selection of 35mm slides or photographs of the work you wish to exhibit (5 to 20 images is standard). Each slide or photograph must be labeled with the artist's name, title, date, media and dimensions for the work.

**OR**

- b. Digital images on CD Rom. It is best if these images are in jpeg or gif format, with an image size no smaller than 5x7 inches and 300dpi. Please make sure titles and dates are clearly indicated in the file name and that you submit a separate printed list that includes title, date, media and dimensions for each work.

**OR**

- c. If you are a media artist, proposing a video or installation for the NMA Media Gallery, please submit a preview of your work in DVD format.

- d. **WE DO NOT ACCEPT ORIGINAL ARTWORK FOR REVIEW.**

#### 3. MAILING INSTRUCTIONS

Please send proposals to:

Curatorial Department  
Nevada Museum of Art  
160 West Liberty Street  
Reno, NV 89501

If you would like your materials returned, please include a self-addressed, stamped envelope or other packaging with sufficient return postage. Since we do not have space to retain all of the proposals that are submitted, they will be discarded if you do not provide the necessary packaging for their return.

**Thank you again for your interest in the Nevada Museum of Art!**



## EXHIBITION PROPOSAL REVIEW PROCEDURES

The Nevada Museum of Art encourages submissions from individuals or institutions wishing to propose an exhibition at the Nevada Museum of Art. The Curatorial Department reviews proposals on a monthly basis, and although we make every effort to respond in a timely manner, it may take as long as 8 weeks before you receive a response. We appreciate your patience.

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### PROPOSAL INSTRUCTIONS

The initial proposal is intended to communicate your exhibit idea to the Curatorial Department. It should be clear and concise, and include the following information:

#### **Exhibit Title:**

The title communicates the central theme of the exhibition, attracts viewer attention from a distance, and draws viewers to the exhibit. A creative title will also make good copy for public relations use and will help to attract media coverage.

#### **Exhibit Concept:**

Succinctly explain the importance of the artworks you have brought together and why they would make a good exhibition. What questions will your exhibition ask or answer? Does the exhibition convey a specific point of view?

#### **Educational Objectives and Intended Audience(s):**

Clearly articulate how you hope to engage viewers and what audiences you hope to attract to the museum. Are the objectives in the exhibit targeted for a specific audience (e.g. architectural historians, theater buffs, or contemporary arts devotees?) A general audience? Or multiple audiences?

#### **Initial List of Artworks and Visual Images.**

This artwork checklist should be as complete as possible. If the proposal is accepted you will be invited to submit a more detailed proposal (which will indicate both the location and condition of the artworks available). Do not list works which are not readily available: putting the "Mona Lisa" on your checklist is not realistic. Make sure to include visuals (slides, color photocopies, etc.) of the proposed artworks. Do not include original artworks.

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