

**HASTINGS ON HUDSON VILLAGE ARTS COMMISSION
PUBLIC ART PROGRAM
VILLAGE HALL GALLERY, MUNICIPAL BUILDING
7 MAPLE AVENUE, HASTINGS-ON-HUDSON, NY 10706**

**REQUEST FOR PROPOSALS
FROM ARTISTS AND CURATORS**

The Hastings-on-Hudson Public Art Program in the Village Hall Gallery is designed to stimulate and encourage public engagement with the arts through a rotating series of juried installations.

We are currently seeking proposals for installations in the Village Hall Gallery of approximately two months (for example, January – February, March – April, May – June and so forth). The proposed gallery installation can showcase the work of one artist or a group of artists.

The Commission encourages artists to submit proposals that they might enhance with events for the general public. For example, these can be lectures or workshops.

Artists and Curators interested in submitting a proposal are asked to complete this form describing your proposed installation, preferred time slots in order of preference (if any).

Please attach the relevant materials and application fee of \$25. The application fee may be paid by check or money order and made out to "Village of Hastings-on-Hudson" with the notation "Village Arts Commission."

Proposals can be sent by email to hastings.villageartscommission@gmail.com, with the subject line, "Village Hall Gallery Application" and the application fee

sent in the mail to the address designated below. The application will be considered complete once the application fee is received.

Hard copy applications with fees can be mailed or delivered in person to:

Hastings-on-Hudson Village Arts Commission
Public Art Program – Village Hall Gallery Application
Municipal Building
7 Maple Avenue
Hastings-on-Hudson, NY 10706

We welcome your comments and questions at
hastings.villageartscommission@gmail.com.

HASTINGS-ON-HUDSON VILLAGE ARTS COMMISSION*
PUBLIC ART PROGRAM – VILLAGE HALL GALLERY
PROPOSAL COVER SHEET

Artist /Curator
(applicant): _____
Email: _____ Phone/s: _____
Mailing address

- Please answer the questions in the order below.
- Limit your responses to 150 words, except for the resume.
- Include name, email and phone number on all materials and each page submitted.
- Describe the installation you are proposing:
 - Time Slot you are interested in
 - One-person or group.
 - Title and/or conceptual theme.
 - Provide eight (8) JPG images of the work **in a PDF file.**
 - Include a list of your pieces with title, medium / materials, size, date created for each and the total number you wish to exhibit.
 - Include installation and dismantling procedures with an estimated time schedule required.
- It would be helpful to know why you would like to exhibit your work or curate a show specifically in Hastings-on-Hudson.
- Please provide your resume(s), including exhibit experience, and any other pertinent information relevant to your application.
- Provide one professional reference – name, email and telephone number.
- Include Application Fee of \$25 paid by check or money order only to "Village of Hasting-on-Hudson" **with a notation in the memo field "Village Arts Commission / Village Hall Galleries."** **Application fee may be delivered via mail or in person to:**

Ms. Susan Maggiotto
Deputy Manager / Village Clerk
Hastings-on-Hudson Village Arts Commission – Village Hall Gallery
Application
Municipal Building
7 Maple Street, Hastings-on-Hudson, NY 10706

- Send all application materials together with this cover sheet via email to: hastings.villageartscommission@gmail.com with the Subject Line "Village Hall Gallery Application."

Your application will be considered complete once the entire file (either PDF or Word) and application fee are both received.

- For questions, please email hastings.villageartscommission@gmail.com

**HASTINGS-ON-HUDSON ARTS COMMISSION
PUBLIC ART PROGRAM
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ARTS COMMISSION RESPONSIBILITIES

- To provide blank walls and a hanging system for use by the Artist.
- To provide for a location for a public reception to celebrate the opening of the exhibit, and provide tables for refreshments.
- To announce the exhibit and opening reception to Village residents through a Village-wide email blast and on the Arts Commission's social channels (Facebook and Twitter).
- To invite the editors of the Rivertowns Enterprise to cover the exhibit.
- To oversee installation and dismantling of the exhibit. The Arts Commission exhibit program manager or designated Arts Commission representative is required to be on site on the designated days/times.
- To reserve the right to cancel or reschedule the installation, dismantling of an exhibit, or reception due to weather or other emergencies.

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ARTIST OR GROUP SHOW CURATOR RESPONSIBILITIES

Insurance

- To insure your work while on display.

Transportation of the Art

- To deliver and remove the artwork.
- To deliver art that is ready to secure to the walls as designated by the Arts Commission program manager.
- To dismantle and remove the artwork on the designated day.
- *Any work left without prior agreement will be charged \$20 per day per piece for removal and storage. Artwork left more than one week after closing of the show without prior agreement will be considered the property of the Village of Hastings-on-Hudson, New York.*

Installation and Removal

- To supply special tools/equipment needed to place, install, dismantle or remove the artwork.
- To install and dismantle the show with per plans outlined in your written proposal and approved by the Arts Commission.
- To coordinate the installation and the dismantling of the show for predetermined times with the one of the members of the Arts Commission (required to be on site).

Reception

- To be responsible for the reception(s) including refreshments, set up and clean up. Receptions can be scheduled on Thursdays from 6-8pm or Sundays from 4-6pm.
- To present reception plans to the Arts Commission for approval.

Publicity

- To provide a bio, resume, Artist's Statement about the artwork on display, inventory with purchase prices (or designation of NFS – Not for Sale).
- To produce and distribute printed publicity materials including invitations with the Arts Commission logo and list of show sponsors.
- To coordinate all PR materials and press interviews with the Arts Commission.

Post-exhibit evaluation

- To complete an evaluation within two weeks after the show has ended.