

# **CITY OF ALBANY**

## Community Center Foyer Gallery Application



RELEASE DATE: April 10, 2025  
APPLICATIONS DUE: June 18, 2025, 4:00 PM

## ALBANY COMMUNITY CENTER FOYER ART GALLERY

The Albany Community Center Foyer Art Gallery is supported by the City of Albany and managed by the Albany Arts Committee. The Albany Arts Committee sponsors 4 art shows per year and the exhibits run for approximately 3 months. The Gallery has played host to wonderful & talented artists from Albany and neighboring cities.

To be considered for a show, complete and submit the Art Gallery Exhibit Application (page 5) with the requested documents and images of your work. Once the full committee has reviewed the submissions received, the Arts Committee Gallery Manager will follow-up with the recommended artists to schedule a visit to view their work and discuss the exhibit program.

Selected artists must provide 1 (one) high-resolution digital image for the exhibit postcard provided by the City. Selected artists will also be required to pay a \$100 gallery deposit for the use of hardware to secure each piece to the exhibit walls. The \$100 deposit will be due 60 days before the Opening Reception and refunded once the hardware is returned to the City at the end of the exhibit. The use of the security hardware for mounting on the artwork to be displayed is required and the artist is responsible for hanging and taking down the show.

The artist must include exhibit labels with title, medium and date for each artwork displayed.

The artist must include a price list with contact information to be left at the Recreation & Community Services Department Office for interested parties to review. No commission is charged by the City on artwork sold.

An opening reception will be scheduled from 4:00-6:00 pm on the Sunday following the hanging of the show.

Please complete the Application for Community Center Foyer Gallery (page 5) and submit to the Albany City Clerk at [cityclerk@albanyca.org](mailto:cityclerk@albanyca.org) **no later than 4 pm on June 18, 2025.**

**Note:** Only digital submissions received as one single PDF will be accepted. No physically mailed submissions will be accepted. Proposals not received by the deadline will not be accepted.

## **SELECTION PROCESS & CRITERIA**

The Albany Arts Committee will review all applications and recommend submissions from those that meet the specifications described in this Call for Artists in the Summer/Fall of 2025. Arts Committee meetings are held in the Council Chambers of Albany City Hall at 7pm on the 2<sup>nd</sup> Monday of the month. Albany City Hall is located at 1000 San Pablo Ave. Albany, Ca.

A variety of 2-D media is encouraged: oil, acrylic, watercolor, pastel, pen and ink, mixed media, and photos.

The criteria to be used in selecting featured artists are as follows:

- Artistic merit (excellence, originality) as evidenced by representation of relevant past work in digital images and other supporting material
- Appropriateness of the artist's medium, style, and experience for the gallery space
- Artworks must be original and created by the submitting artist
- Artworks must be 2-D and suitable for display on gallery walls
- Artworks must be appropriately framed for use with the required security hardware

## **ARTWORK THAT CONTAINS THE FOLLOWING CONTENT IS NOT PERMITTED:**

- Hate speech, including any content that diminishes persons or groups
- Extreme or gratuitous violence
- Profanity
- Any content that demeans someone based on sexual or gender identification
- Any other content that would be prohibited from public display due to its graphic or obscene nature
- Illicit drug or gang references
- Nudity in any form
- Pornography or sexual innuendo
- Commercial messages, corporate logos or references
- Recognizable living persons, e.g., no tribute artwork

## **LETTER OF INTEREST**

Provide a one-page letter of interest that includes the following information:

- Summary of your interest/practice as an artist (max. 250 words)
- Career highlights (awards, important exhibits, etc.); list no more than 3 or 4.
- Summary of past or current experience

## **ARTIST STATEMENT**

Provide an artist statement (max. 250 words)

## **ARTWORK PROPOSAL**

Provide a brief description of the gallery show that you envision (max. 250 words)

## **RESUME / CV**

Provide a current artistic resumé and/or CV

## **DIGITAL IMAGES**

8 digital images shall be submitted as part of the application that provide a sample of the scope and theme of the proposed gallery show. Images must be oriented properly (i.e. top of image is top of artwork) and should not include text or borders that are not part of the actual work. Max. 1800p on the longest side.

## **WORK LIST**

Provide a complete work list that clearly identifies each piece to be included in the gallery show with title of work, year, medium, size and price.

## **ADDITIONAL INFORMATION**

Please feel free to include any supplemental content that you feel may be applicable including documentation, links to social media, links to online video, or press coverage.

## **ACCEPTANCE OF APPLICATIONS**

The Albany Arts Committee and the City of Albany reserve the right to reject all applications submitted in response to this Call for Artists as well as the right not to award any exhibit agreement for this Call for Artists. This Call for Artists does not constitute an agreement to fund artwork. All information contained herein does not constitute either an expressed or implied contract. The provision of this Call for Artists is subject to change.

For more information about the Community Center Foyer Gallery, direct inquiries to Jeremy Allen, [jeallen@albanyca.org](mailto:jeallen@albanyca.org).

## Application for Albany Community Center Foyer

**Gallery** Deadline: June 18, 2025, 4:00 PM

Name(s): \_\_\_\_\_  
Last, First (separate multiple names if any by semi-colon)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Proposed Title of Exhibit: \_\_\_\_\_

Number of Works to be displayed: \_\_\_\_\_

### **Application Checklist**

- Letter of Interest (the letter should be one-page maximum) that includes:
  - Summary of your interest/practice as an artist (max. 250 words).
  - Career highlights (awards, important exhibits, etc.); list no more than 3 or 4.
  - Summary of past or current experience
- Artist Statement (max. 250 words).
- Artwork Proposal (max. 250 words).
- Resume / CV
- 8 digital images
- A work list with title of work, year, medium, size and price.
- Any supplementary materials

Only digital submissions received as one single PDF will be accepted (max. 25MB). No physically mailed submissions will be accepted. Incomplete or incorrectly assembled applications may not be accepted. No original artwork will be accepted. Collectives and artist collaborations are welcome to apply in addition to individual artists. Neither the Albany Arts Committee nor the City of Albany staff may be held responsible for lost, missing, or damaged materials submitted. The City of Albany reserves the right to refuse all entries.

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**Send Application Form and materials no later than 4 pm on June 18, 2025, to:  
Albany City Clerk, [CityClerk@Albanyca.org](mailto:CityClerk@Albanyca.org)**