

# Solo Artist Exhibit Application Form

## *Juneau-Douglas City Museum*



The Juneau-Douglas City Museum schedules individual artists, groups, and organizations to exhibit each year, as our exhibit schedule permits. This application is for **November 2025—February 2026** exhibit slots. The Museum encourages a variety of exhibition types and will consider all media.

**ELIGIBILITY:** Any local artist, or group of local artists, are welcome to apply. We encourage artists whose art demonstrates a connection to Juneau, Douglas, and Lingít Aaní.

### **APPLICATIONS ARE DUE AUGUST 31<sup>st</sup>, 2024, AND MUST INCLUDE THE FOLLOWING:**

- Completed Application Form
- Five (5) examples** of past or current artwork representing the kind of work you plan to exhibit. Acceptable formats: digital images (CD, thumb drive or uploaded to the web) OR print photos.  
**\*No original artwork will be accepted.**
- Image list that corresponds with examples of work and includes **title, artist's name, dimensions, medium, and date** work was produced.
- Brief exhibit statement (200-300 words) describing your proposed exhibition including theme, general nature of work, size, media, and approximate number of pieces.
- Artist resume.

If you would like to have your examples returned, please include a self-addressed stamped envelope or arrange to pick them up during Museum office hours. Examples left at the Museum after **October 31<sup>st</sup>, 2024**, will be disposed of.

### **CONSIDERATIONS & CONDITIONS:**

- ◆ If exhibition material varies significantly from images and/or exhibit statement used in the proposal, the JDCM reserves the right to edit or cancel the exhibition.
- ◆ Unless otherwise agreed to by the Museum, all material proposed for the exhibition cannot have been shown in the City & Borough of Juneau for the two years immediately prior to the year in which you are scheduled to exhibit. The Museum reserves the right to cancel any exhibition for failure to comply with this requirement.
- ◆ Artists must be able to hang the exhibit themselves and produce labels.
- ◆ Artwork may be for sale and the artist will pay a guest artist fee of 25% of sales to the Museum at the close of the exhibition.
- ◆ Selection of artists will be made by a committee including Museum staff, one past solo artist and a member of the community at large.
- ◆ Exhibits will be up for approximately **one calendar month** including installation and de-installation scheduled at a mutually acceptable time for the Artist and the Curator of Collections & Exhibits.
- ◆ The gallery's size is **621** square feet, with **72.2** feet of linear wall space.

The Juneau-Douglas City Museum encourages all applicants to be members of the Friends of the Juneau-Douglas City Museum, a 501c3 non-profit organization dedicated to supporting the goals and activities of the Juneau-Douglas City Museum, [fojdc.org](http://fojdc.org)

**FOR MORE INFORMATION:** Call 907-586-3572, email [museum.info@juneau.gov](mailto:museum.info@juneau.gov), or visit: [juneau.org/museum](http://juneau.org/museum)

**UPON ACCEPTANCE:**

**THE ARTIST WILL:**

- **Design** posters and postcards with input from museum staff and email to Museum for printing on agreed upon dates.
- **Produce exhibit labels:** individual artwork, labels, introductory label, and artist statement in label format.
- **Design, hang, and remove** the exhibit within agreed upon dates.
- **Provide a price list** if artworks are for sale.
- **Provide** opening reception food and attend the opening reception.
- **Consider presenting a special activity**, class or lecture, and/ or selling work in gift shop as negotiated in advance with Museum.
- **Complete a post-exhibit evaluation** for the Museum.
- **Adhere to the guidelines and schedule** outlined in the Solo Artist Memo of Agreement.

**THE MUSEUM WILL:**

- **Provide and discuss** Solo Artist Memo of Agreement with artist in advance of exhibit.
- **Provide** gallery map, label guidelines, exhibit timeline, and publicity checklist.
- **Review poster and postcard.** Assist with exhibit advertisement. Fund postcard printing and mailing to Museum mailing list. Fund poster printing for hanging in Museum and public libraries.
- **Review labels and assist** with exhibit design as appropriate.
- **Provide a clean, painted gallery** and adjust lighting.
- **Provide tools for exhibit installation**, including nails and hangers.
- **Provide reception** paper cups, napkins, and paper plates courtesy of the Friends of the Juneau- Douglas City Museum.

**APPLICATIONS MUST BE POSTMARKED BY Friday, August 31, 2024**

**Mail:** Juneau-Douglas City Museum  
155 Heritage, Juneau, AK 99801

**Artists will be notified of application status within three weeks of submission deadline.**

**Physical:** Juneau-Douglas City Museum  
114 West 4th Street, Juneau, AK 99801  
907-586-3572

City Museum Website:  
[juneau.org/museum](http://juneau.org/museum)

**APPLICATION FORM:** Submit this information with your application.

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Social Media, Website \_\_\_\_\_

The City Museum maintains an e-list of local artists to distribute information about upcoming opportunities at the City Museum. Please indicate if you would like to be included in this list by checking the appropriate box.

**YES**

**No**

**AGREEMENT:** Submission of examples of work to the Solo Artist Exhibit Application constitutes agreement on the part of the artist with the terms and conditions mentioned above. *I have read the above and agree to the stipulations as stated.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_