



DISTANCE  
GALLERY

## CURATOR GUIDELINES

Thank-you for agreeing to curate for the DISTANCE GALLERY – we are excited to work with you!

We are so grateful for your willingness to volunteer to help connect artists with each other and their audience. DISTANCE GALLERY does not charge exhibition fees or take commissions on the sale of artwork. Our mission is strictly to help create a safe space for the exhibition of artwork and we couldn't do it without you.

In the interest of helping as many artists as possible, the maximum number of artworks from a single artist is four (4).

Exhibitions require a **minimum of twelve (12)** and a **maximum of twenty-four (24) artworks**. Exhibitions will run for between 4 and 6 weeks depending on gallery scheduling and will remain available in an archive after the exhibition closing date.

## EXHIBITION PLANNING

- **CURATORIAL PROPOSAL:** A written statement and examples of artists and artworks for possible inclusion should be sent to the gallery as soon as possible. This does not have to be extensive but should give a good sense of the exhibition's intent.
- **COORDINATING YOUR ARTISTS:** Artists should be contacted directly and solicited artworks will require that the artist sign a PDF agreement allowing the display of the artwork. Curators must supply:
  - The artwork image file(s) in jpg format, cropped and ready for display, minimum resolution of 1024 x 768 pixels
  - Artist's one-sentence biography
  - Artist's website link
  - Signed PDF agreement prior to the exhibition date.
- **CALLS FOR ENTRIES:** The gallery will also host a call for entries and forward any entries to the curator via email. Curator may accept or reject any works submitted via call.

## DEADLINES

- UPON CURATORIAL AGREEMENT
  - Exhibition title
  - One-paragraph exhibition abstract
  - One-paragraph curator biography
  - Curator headshot
  - Exhibition marketing image (preferably from confirmed artist). Artist must be okay with cropping and text overlay – will be published on website and Instagram in various crops.
  
- THREE WEEKS BEFORE EXHIBITION
  - Included Artists List (artists must be confirmed)
  
- TWO WEEKS BEFORE EXHIBITION
  - Final Curatorial Statement (2-4 paragraphs including how individual artists were selected)
  - Full Curator Biography (for press release)
  
- ONE WEEK BEFORE EXHIBITION
  - Supplied to the gallery using google drive:
    - All full-resolution artwork images
    - All artwork captions (title, date, materials, dimensions)
    - All one-sentence artist biographies
    - All artist website links
    - Curator website link (if applicable)

An example demo exhibition can be seen here:

<http://www.distancegallery.com/exhibitions/exhibition-women-in-abstraction/>