ARENA ART GROUP APPLICATION INSTRUCTIONS

Please read the following carefully. We may not be able to consider your application if you fail to follow the instructions.

- **APPLICATION FEE**

  Mail a check for $25 to the following address, made payable to the <u>Arena Art Group</u>:

  Arena Art Group Membership
  P.O. Box 18603
  Rochester, NY 14618

  Once we receive your check and it clears our bank, we can begin to review your application materials. The fee is non-refundable.

- **ARTWORK**

  Submit 10 images of your work in JPEG format or invite us to view your work on your artist website (or both). For 3D objects only, photos taken from different angles will count as one image. Be sure that the art you submit is representative of the art you would expect to show in Arena Art Group exhibitions. Also be sure to include several of your most recent works, preferably works completed within the last year.

  When submitting JPEG images of your work, please name each file with the title of the work. For example, the filename for a piece called "Under the Boardwalk" could be *under-the-boardwalk.jpg*, or *under_the_boardwalk.jpg*, or *UnderTheBoardwalk.jpg*, etc. If the title is long, you can use just the first two or three words in the filename. Use these filenames when you put together the Submitted Artwork Information described in section 5 below.

  If you decide to direct us to your artist website, please ensure that the site gives the title of each work, the year it was completed, its dimensions, and the medium. If you are a photographer, the dimensions and medium are not required but feel free to provide them if you wish.

  If you are sending the image files by email and the files are too large for one email message, feel free to send multiple emails. The email address to use is *arenaartgroup1951@gmail.com.*

- **DOCUMENTATION**

  Please submit the following information in a PDF, Word, or Pages file. You may create separate documents for each category or a single document that contains all the information. Whichever approach you take, make sure your last name is included in the filename(s). If you plan to submit the file(s) by email, the address to use is *arenaartgroup1951@gmail.com*.

1. **Personal Information**

   - Your name
   - Street address
   - Email address
   - Phone number
   - Artist website (if applicable)

2. **Resume** – Your resume should be no more than 1 page and should include information about your art-related qualifications, memberships, education, work experience, and so on. A limited description of your exhibition history is helpful.

3. **Artist Statement** – No more than 1 page.

4. **Arena Support** – The Arena Art Group has no paid staff. All the work required to run the organization and mount exhibitions is done by member volunteers. In fact, volunteering is a requirement for being a member in good standing. Our volunteer committees cover the areas listed below. Please take a look at the list and indicate which areas are aligned with your skills and interests and what volunteer work you would like to do on behalf of Arena. Feel free to describe any experience you've had or expertise you've developed that might be relevant to supporting the organization.

   - Exhibition Venue Identification
   - Exhibition Planning
   - Exhibition Installation and De-Installation
   - Exhibition Label Creation and Printing
   - Poster/Postcard Design
   - Poster/Postcard Distribution
   - Events Photography
   - New Member Recruitment
   - New Member Application Processing
   - New Member Welcome and Orientation
   - Publicity/Promotion
   - Mailing List
   - Website
   - Social Media
   - Virtual Art Gallery (visit https://ths.li/Nji4oq)
   - Artist Portfolio
   - Database Management
   - Catering for Exhibition Openings and Social Events
   - Archives

5. **Submitted Artwork Information** – If you intend to submit JPEG images of your artwork, please create a list that includes the filename of each image, its title, the year it was completed, its dimensions, and the medium. (If you are a photographer and are submitting

images of your photographs, the dimensions and medium are not required but feel free to provide them if you wish.) As indicated in the ARTWORK section above, be sure that each filename is based on the title of the artwork. Here are some examples:

Glory.jpg: "Glory", 2021, 30" W x 22" H, mixed media on paper

Blue_Moon.jpg: "Blue Moon", 2023, 16" x 16", acrylic on canvas

from-the-edge.jpg: "From the Edge of the Known World," 2020, 18" W x 24" H, watercolor

APPLICATION CHECKLIST

☐ Application Fee

☐ Artwork: one or both of the following

- 10 JPEG images of your artwork
- the address of a website that showcases your work

☐ Personal Information

☐ Resume

☐ Artist Statement

☐ Arena Support

☐ Submitted Artwork Information

If you have any questions about the application process, please contact us by email at *arenaartgroup1951@gmail.com*.