

Huntington University

Robert E. Wilson Gallery

Exhibition Proposal Guidelines

Proposals for solo and group exhibitions in the Robert E. Wilson Gallery are accepted throughout the year. The Director of the Robert E. Wilson Gallery and the faculty of the Department of Visual Arts review all exhibition proposals for the gallery, as they are received. The Robert E. Wilson gallery schedule for each academic year is scheduled a minimum of 12 months in advance of the academic year in which the exhibitions will be held.

EACH PROPOSAL MUST INCLUDE THE FOLLOWING:

1. **LETTER OF INTEREST WITH EXHIBITION PROPOSAL:** *Be specific about what work you wish to exhibit at the Robert E. Wilson Gallery – no longer than one page. (See attached for diagram of Gallery floor plan.)*
2. **CONTACT INFORMATION:** *Name, address, phone number(s) and email address of the artist(s) and/or curator(s) involved in the proposal.*
3. **CURRENT RESUME AND BIO**
4. **ARTIST'S OR CURATOR'S STATEMENT**
5. **IMAGES OF YOUR WORK:** *Send 10 to 20 images in jpeg format. Each digital image should include the artist's name, title, medium, dimension, and date. Digital images should be submitted on CD-R, formatted as jpegs with a resolution of 300 dpi. All image files are to be numbered to correspond to image list. Label the CD with your name and date.*
6. **IMAGE LIST:** *A numerical listing including artist's and/or curator's name(s), title, date, dimensions, medium, and file name of each jpeg.*
7. **SPECIAL NEEDS PROPOSAL:** *If necessary, an explanation of any special installation, equipment, and/or funding requirements with exact amounts listed.*
8. **S.A.S.E.:** *Large enough for return of all materials. (If not included, materials will not be returned).*

The application process is free and the Robert E. Wilson Gallery will not accept applications by email or fax. Please do not send any originals.

Only complete proposal packages including all information listed will be reviewed. Please label all materials (including envelope) with the artist and/or curator's name(s). Artists will be notified of outcome within six months of receipt.

SUBMIT PROPOSAL PACKAGE TO:

Melissa Duffer, Gallery Director
Robert E. Wilson Gallery
Huntington University
2303 College Ave.
Huntington, IN 46750

For more information contact: mduffer@huntington.edu

