



Marshall Area Fine Arts Council

Building Community Through the Arts

Open Tuesday through Friday

Noon to 5:30 pm

Evenings & Saturdays by appointment

ARTIST APPLICATION FOR EXHIBITION AT MARSHALL AREA FINE ARTS COUNCIL

MARSHALL, MINNESOTA

Gallery and the Exhibition Process

The Marshall Area Fine Arts Council Gallery is a storefront building with a nice-sized exhibit gallery and gift shop that is open



to the public in downtown Marshall. MAFAC's goal is to showcase and share the work of Southwest Minnesota regional artists, to provide exposure and recognition for the artists, and to provide an outlet for selling work, if desired. We encourage both established and emerging artists to take advantage of the opportunity to have an exhibit. Shows can be solo, duo, and also group format.

The exhibition selection committee will focus on the quality of the work and the artist, regardless of the level of formal training or education in the arts. We strive to provide balance in diversity both for exhibit topics and in media. The majority of work included in our exhibits has not been shown before in Marshall. Our gallery can display approximately 20 works of art, depending on size of individual pieces.

Artists are now able to complete and update an Exhibit Application online. We must have the completed application along with the photos and downloads requested before we will consider a candidate for a show. Apply as soon as you can as the whole exhibition schedule is typically set between six months to a year in advance. Completeness is very important. Decisions are usually made in January for a new schedule that starts in the following June and runs 12 months. In general, a show will run five to six weeks in length.

If your artwork does not meet MAFAC's standard of quality for exhibition, you will be notified so that you can do more work, update your application and reapply if you wish to be considered again.

Any pieces of art that are sold during an exhibition or at the adjoining Gift Shop require a signed artist agreement. MAFAC receives 25% of the purchase price for all items sold. Payments are made to the artists approximately 7 - 10 days following the end of the month the sales are made and funds are received.

How to Apply

Step 1: Download the Application, fill it out completely, and save it to a file

Option One: If you have Microsoft Word, click on the button to the right that says “Application Word.” Save the download and fill in the blanks completely.

Option Two: If you don’t have access to Microsoft Word, click on the button to the right that says “Application PDF.” Fill in the blanks by hand, writing clearly. You will need to scan and upload the PDF file to your computer.

Step 2: Items to be submitted

1. Your Application
2. Artist statement, one paragraph, in Microsoft Word (.doc or .docx) or PDF file
3. Newspaper articles about you or your art, if available. These should be scanned and attached as a PDF file
4. Five digital images of your work as a JPG file. Each should be between 1 and 3 megapixels per image and include (1) Title, (2) Medium, (3) Year completed, and (4) Size in inches.
5. Resume, one page, in Microsoft Word (.doc or .docx) or PDF

Formatting and sending files

All items must be submitted as any of the following: .doc, .docx, .pdf, or .jpg.

Your files and emails will have a unique file identifier that is created using your last name, month and year you are submitting your application, and the name of the file or upload. It is:

/first 4 letters of last name/ - /month & year of application/ - /name of file or upload/

For example, if Bobby Warhol sends his application in April 2016 he will name his files as follows:

warh-042016-application	warh-042016-news articles
warh-042016-resume	warh-042016-artist statement
warh-042016-works	

If you need to create more than one file for any of the items needed, you can name them -works1, -works2, etc.

Step 3: Upload and send to MAFAC

Attach your items to one or more emails. In the subject line put your unique file name (see example below).

Subject: warh-042016

Send your emails to: marts277.a451f05@m.evernote.com.

Step 4: Fill out the survey

Your feedback will help us improve this process. Download the survey and return it to MAFAC by any of the following methods:

- Drop off at MAFAC, 109 N 3rd Street, Downtown Marshall
- Email to marts277.a451f05@m.evernote.com
- Mail to MAFAC, PO Box 531, Marshall MN 56258 (for anonymity, use this method)

Questions and follow up

Please contact MAFAC at 507-532-5463 if you have questions. For technical questions regarding the online process ask for Karen Yant. For questions regarding the Exhibit program you may leave a message for the Exhibit Committee Chair.

Application for an Art Exhibition at MAFAC

Marshall Area Fine Arts Council

Print this form if you cannot submit the Application in a Microsoft Word document. Please print clearly in black ink. This Application and supporting documents will need to be scanned and emailed to MAFAC.

Today's Date _____

• Contact Information

Name _____

Address _____

City, State, Zip _____

Phone _____ Cell phone _____

Email _____

Your website _____

• Description of your artwork, usually no more than two years old

2-D _____ or 3-D _____

Medium (materials) _____

Typical size (in inches) _____

Supply a brief description of your work _____

• Background Information and Questions

Arts education and /or experience _____

Special study workshops, etc. _____

Degree(s) completed _____

Past exhibitions, art shows, fairs, etc. (indicate if group or solo) _____

Participation on any arts committees, boards, projects _____

Given any arts workshops, classes, residencies _____

Grants or awards received _____

Newspaper articles about you or your art, if available (attach as a PDF file), describe _____

Have you ever applied to exhibit your work in the MAFAC gallery? Yes _____ No _____

Date applied _____

Have you ever exhibited your work in the MAFAC gallery? Yes _____ No _____

Date of group exhibit _____

Date of solo exhibit _____

Are you ready for an exhibition NOW (if there is a cancellation)? Yes _____ No _____

Do you currently have work for sale in the MAFAC Gift Shop? Yes _____ No _____

Have you had your work for sale at MAFAC in the past? Yes _____ No _____

Items to Submit to MAFAC

1. This completed Application

2. Artist statement, one paragraph _____

3. Newspaper articles about you or your art, if available, requested in this Application, scanned as a .JPG or .PDF.

4. Five digital images of your work. (1-3 megapixel for each image, JPG file)

For each image, include:

- ① Title
- ② Medium
- ③ Year completed
- ④ Size in inches

5. Resume, one page in Microsoft Word file (.doc or .docx) or PDF



Marshall Area Fine Arts Council
 109 N 3rd St
 PO Box 531
 Marshall MN 56258

Survey

Thank you for your interest in being part of MAFAC's Exhibit program.

We need your feedback in order to make this process as easy as possible. We would like to know where we can make improvements. Please answer the questions below and return it to MAFAC.

Name (Optional) _____

When did you submit your Application (month/year)? _____

Ease of use:

How easy was it to download and fill out the application?

_____ On a scale of 1 (very difficult) to 10 (really easy)

How easy was it to gather the information needed?

_____ On a scale of 1 (very difficult) to 10 (really easy)

How easy was it to upload and submit your information?

_____ On a scale of 1 (very difficult) to 10 (really easy)

What is your experience with computers and working online?

_____ On a scale of 1 (very little) to 10 (I do everything online)

How did you find out about MAFAC? _____

Other comments: _____

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