



ARTIST EXHIBIT PROGRAM HANDBOOK

2023

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ABOUT

The Clackamas County Arts Alliance, initiated in 1994, started out as an advisory board named Arts Action Alliance, appointed by County Commissioners, to advise and advocate for arts in Clackamas County. In 2003, the Arts Action Alliance became a tax-exempt non-profit organization under the name Arts Action Alliance Foundation.

In 2011, the name was changed to Clackamas County Arts Alliance - the driving force for arts and culture in Clackamas County today. The breadth of activities is wide-ranging, from grant programs, public art exhibits, Youth Arts for Change activities, to a full spectrum of art-related projects, performances, and displays.

The scope of work for Clackamas County Arts Alliance has grown in response to county-wide demands. Whether to the benefit of at-risk youth, school programs, tourism initiatives, community beautification, or managing healthcare environments, using art as a healing tool shows the value of the arts in our communities and cannot be understated. Art is essential to the social and economic well-being of our county.

ARTIST EXHIBITION PROGRAM (AEP)

The Artist Exhibit Program (AEP) was originally established in 2004, with a few Clackamas County public venues rotating art. Today the AEP manages 16 exhibit spaces in 10 Clackamas County public gallery venues. Each gallery displays art from Clackamas County artists that rotates every 3 or 4 months. Starting in January, selected artists will be scheduled to exhibit in one of our galleries that is rotating each month of the year. Exhibits installed near the end of the year will continue to be displayed into the following year before takedown. Venues include county buildings, libraries, hospitals, health centers, and City Hall of Oregon City, and around 60 exhibits are rotated annually throughout the county.

The purpose of the Artist Exhibition Program is to increase public exhibit opportunities for Clackamas County artists, to provide local artists with gallery readiness and skill building training, and to encourage public appreciation for the work of artists in our communities.

REQUIREMENTS FOR APPLICATION

Applying to the Artist Exhibit Program is done with an online application process that is available once the “Call to Artists” has been announced. Before applying, we recommend making a digital folder to keep all artist information, documents, and photos that will be used to fill in the form. When ready to apply, all documents will then be readily available to the applicant.

ACCEPTED ARTWORK

- Cabinet dimensions are 21” deep x 94” wide x 36” high, with 4 available glass shelves. 12” deep x 46” wide each. Heights are adjustable at the back of the cabinets.
- All artwork must be clean, in good repair, stable, and comply with our GUIDELINES as listed in the Exhibitions and Guidelines portion of this document.
- Accepted mediums are generally limited to 2D and smaller 3D artwork including, but not limited to, the following list:
 - Painting (oil, watercolor, acrylic, etc.)
 - Mixed media (collage, encaustic, etc.)
 - Photography
 - Printmaking
 - Ceramics
 - Textiles
 - Metalwork
 - Woodwork

NEEDED FOR APPLICATION

- Artists name, contact information, and address
- Artist residency status within Clackamas County
OR name of Clackamas County Employer and address
- Artist biography
- Images and descriptions of three original pieces

CLACKAMAS COUNTY STATUS

INDIVIDUAL ARTISTS who live OR work in Clackamas County, are encouraged to apply for inclusion in the upcoming year’s rotation of exhibits.

ARTIST GROUPS will be accepted by invitation only.

APPLICATION AND SELECTION

CALL TO ARTISTS

The Artist Exhibit Program annual call to artists invitation opens each fall for inclusion in the next year's rotation of exhibits. The call will be posted on our website and broadly advertised via our email list and social media. The call will have information on how to find, fill, and submit the application form.

ONCE SELECTED

- Selected artists will sign an Artist Agreement to exhibit in the upcoming AEP exhibit cycle.
- Artists will be given an opportunity to exhibit in one of our venues within the cycle year.
- Artists will have a 3 or 4 month long exhibit in one of our 16 venues.

EXHIBIT OPPORTUNITIES

- A few months before an exhibit install date, an email opportunity for a specific venue is sent out to the potential artist exhibitor(s).
- Venue information includes the name of the gallery venue, the location of the gallery venue, city of the venue, the date and time to deliver artwork to the gallery on install day, the date and time to pick up artwork at the gallery at the end of the exhibit, and the number of artworks range for that venue.
- After receiving the opportunity, the artist will decide if the proposed exhibit will work for them and will respond via email with their decision as soon as possible. A timely return email is expected. Dates and times are fairly firm and should fit into the artist schedule.
- Once confirmed, the artist will be emailed an Exhibit Information Form to fill out and return no later than 1 week before the install date, if not sooner.

EXHIBIT INFORMATION FORM

Once the artist has confirmed an exhibit opportunity, they will fill out an Exhibit Information Form with the following:

- Updated contact information
- Updated artist statement to reflect the exhibit
- Label information form - We produce your labels from this.
- Checklist to ensure all artwork complies with AEP GUIDELINES
(as listed in the Exhibitions and Guidelines portion of this document)

EXHIBITIONS AND GUIDELINES

In order to fulfill our contracts with our venues it is important for ARTISTS to deliver exhibit artwork that complies with our GUIDELINES. When you fill in your Artist Exhibit Form and check off each artwork, you imply that your artwork will be ready as required when you arrive.

ART CONTENT REQUIREMENTS

Because we exhibit in public gallery spaces, all artwork must be suitable for viewing by people of all ages, beliefs, religions, and cultures. Artwork cannot depict nudity, religious symbols or imagery, overt political messages, images of death, drugs, or alcohol, or include negative or provocative words or images.

ARTWORK PREPARATION

- 2D artwork backs should all have D-ring hardware or equal attached to the back of the frame (not inside the back panel).
- NO screw eyes, nails, or slots are accepted. We need 1/4" of open space in D-rings to insert our Arakawa hanging hooks.
- Picture hanging wire (not plain or mesh wire) should be attached properly.

ARTWORK SALES

Sales of exhibited artworks are permitted and encouraged. Although increased public exposure of artwork can result in sales, art sales can neither be guaranteed nor assumed to be an outcome of any exhibit. All sales inquiries will be referred directly to the artist, who is responsible for any and all sales agreements. Artists retain 100% of sales revenues generated during and after the exhibition. The Clackamas County Arts Alliance does not collect jury or exhibit fees. **ALL ARTWORKS MUST REMAIN ON DISPLAY FOR FULL DURATION OF AN EXHIBIT EVEN IF IT SELLS.**

ART ROTATIONS

On each artwork rotation day, there are 4 entities involved: the Venue, the AEP Coordinator, the incoming artist, and the outgoing artist. We work together to make each art rotation a successful endeavor. We recommend artists plan ahead by knowing how to find the gallery so they can be sure to arrive on time. Because of the complexity of the schedule and considering all who are involved, there are very few occasions when an install day or time can be modified

EXPECTATIONS AND RESPONSIBILITIES

EXHIBIT EXPECTATIONS

- Artwork will remain on display for the full duration of the exhibit period, even if it sells.
- All inquiries on sales are directed to the artist, who will make all arrangements to be paid, and to get artwork to their customer after the end of their full exhibit.
- There are no commissions taken on any sales by the Arts Alliance.
- Artwork must comply with AEP guidelines and requirements (see Exhibitions and Guidelines).
- Promptness is expected, as well as proper preparation of art (see Exhibitions and Guidelines).

ARTS ALLIANCE RESPONSIBILITIES

- Contact artists regarding exhibit opportunities.
- Email confirmed artists the Exhibit Information Form.
- Remind artists of scheduled exhibits.
- Meet artists at galleries to install and uninstall all exhibits at scheduled day and time.

ARTIST RESPONSIBILITIES

- Timely responses to communications.
- Timely return of updated and completed Exhibit Information Form.
- Prompt arrival at venue for artwork delivery and pickup.
- Compliance with all artwork and artwork preparation expectations and guidelines laid out in this document and all AEP documents given.

SOCIAL MEDIA & MARKETING

- We recommend artists sign up for our Arts Alliance newsletter and announcements as well as follow us on social media to receive the most up-to-date information regarding the Artist Exhibit Program, exhibits, and calls to artists. (Website and social media information located on final page of this document).
- If possible, please tag the Arts Alliance in social media posts/stories regarding exhibits and the Artist Exhibit Program. When possible, we will tag artists in our posts as well.
- Once exhibits are installed, the Arts Alliance will promote them through newsletters and social media. We encourage artists to promote their exhibit through their platforms as well.



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Follow us on social media and like/share
Facebook: facebook.com/clackamas.arts.alliance
Instagram: @clackamasarts
Twitter: @clackamasarts
Hashtag: #aepartist

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