

# Submission Guidelines

Revised July 28, 2009



## About us

Touchstones Nelson is located in downtown Nelson in a newly renovated City Hall built in 1902. It houses a historical permanent exhibit and two contemporary art galleries. Touchstones' galleries year round programming features solo and group exhibitions by regional, national and international artists. We also host a range of outreach programs including artist talks, workshops, tours and openings. Gallery programming aims to promote professionalism and foster appreciation for the visual arts practice and to bring awareness to the museum's wealth of archival and artifact material.

## Submissions should include:

1. Proposal / Project Description  
A clear and concise description (750 words or less) of the proposed exhibition, describing in detail the concept and focus of the proposed exhibition and listing any specific requirements.
2. Portfolio  
*Images:* 10-15 digital images of the work you are proposing to exhibit saved as PC compatible .jpg files on a CD, or 5 minutes of video footage on a DVD, if appropriate. All images must be numbered and labeled and accompanied by a corresponding image list (which includes title, date, medium, dimensions). Do not send original works of art.  
  
*Video:* All computer-based work must be self-supporting. Submit only the material that demonstrates your artistic accomplishments related to the proposed project.  
  
*Please do not submit a website address in lieu of digital files.*
3. Artists Statement (750 words or less) describing the focus of your recent work and your objectives.
4. Biography (250 words or less)
5. Current CV (maximum three pages) summarizing relevant training, related teaching or employment experience, artistic accomplishments and public presentations of work. Also include mention of awards and scholarships, and a bibliography of reviews and articles. Be sure to include your name and contact info.
6. Touchstones Nelson Gallery Floor Plan can be used to illustrate the placement of display elements (e.g. plinths) and the installation of work. Gallery floor plan and specs are available at [www.touchstonesnelson.ca](http://www.touchstonesnelson.ca).

Please submit all text documents as electronic files. *Submitted material will only be returned if accompanied by a self-addressed, stamped envelope.*

**Deadline:** A general call for submissions goes out at least once a year - any proposals that are received outside of these times are reviewed as time allows.

# Submission Guidelines

Revised July 28, 2009

**Touchstones Nelson**  
Museum of Art and History



## General Information

If submitting a group proposal, include a C.V., artist's statement and bio for each artist; the portfolio and inventory list should contain the collaborative work produced by the group.

If you are proposing an exhibition for which the work has not yet been realized or made, contact the Curator to discuss your project before submitting a proposal.

Artists and curators working in any medium or discipline are eligible to apply.

Touchstones Nelson looks at artistic vision and merit, relevance to our audiences, diversity, and new works when considering any proposal.

Touchstones Nelson staff will make every effort to acknowledge all submissions via email within (60) days, however, delays may sometimes occur.

The Gallery exhibition schedule is typically booked 2 years in advance.

## Contact Information

Proposals should be marked Attn. Curator, via e-mail: [exhibitions@touchstonesnelson.ca](mailto:exhibitions@touchstonesnelson.ca)

or by post: Touchstones Nelson, 502 Vernon Street, Nelson, BC V1L 4E7.

For more information, contact curators Rod Taylor (ext.266) or Deborah Thompson (ext.275) at 250.352.9813.