



# SAINT JOHN ARTS CENTRE GUIDE FOR EXHIBITORS

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Saint John Arts Centre is Greater Saint John's community arts centre and a cultural regional facility, making its home in the historic Carnegie Building. This turn-of-the-20th-century former library features five unique exhibition galleries with high ceilings and fine architectural details.

SJAC hosts six exhibition cycles per calendar year of contemporary art and fine craft. With two galleries on the main level and three on the top level of varying sizes and layouts, a wide variety of different media and sizes of art can be exhibited in a professional manner.

This document is intended as a guide through the process of applying to exhibit, information on the responsibilities of the exhibitor and the Saint John Arts Centre to ensure a successful show, and gallery space information to help in the planning process of exhibits.

## Exhibitor Application Form

20 Peel Plaza, Saint John, NB E2L 3G6 • Tel: 506-633-4870  
Contact: Andi Emrich, Executive Director  
director@sjartscentre.ca



### Exhibitor Information

Name		
Title of Exhibition		
Street Address		
City	Prov	Postal Code
Phone 1	Phone 2	
Email		
Website		
Please briefly describe the work (visual arts 2D, 3D; fine craft; photography; collections; installations; etc. (Character limited))		

### Information to Provide:

- **Exhibition Information:** Please provide an artist's statement with a description of the proposed exhibition, the theme or purpose of the exhibition and a complete list of works, media and sizes of the pieces.
- **Biography:** Artist's CV, or a recent biography.
- **Work Samples:** Digital images (approx 15) via email to director@sjartscentre.ca or on a USB drive or CD. The Selections Committee will base its decision on the artist's statement and images of the proposed exhibition. If the works for the proposed exhibition has not been completed, then images of the artist's most current works will be allowed. Please note that submitted USB drives/CDs will not be returned.

### SJAC Gallery Information

- **Floorplans:** Please visit our website for detailed floorplans of each of our four galleries ([click here](#)).

Please indicate your gallery preference:

\_\_\_\_\_\*

Please note: the Selections Committee cannot

### Office Use Only

Date received:
Recommendation:

## APPLICATION PROCESS F.A.Q.

Do applicants need to be professional artists to exhibit?

SJAC has a mandate to exhibit works by both professional and emerging artists.

Does a body of work need to be ready to exhibit before applying?

No - applicants can submit an artist's statement and example images of work to date with notes on the planned overall exhibit.

How far in advance should artists apply to exhibit?

SJAC's exhibit schedule is planned well in advance; applications are processed twice a year, with all submissions from the past six months assessed together by the jury. After the jury meeting and confirmation of acceptance, it may take anywhere from 1-2 years, depending on availability, before an exhibit is shown.

# APPLYING TO EXHIBIT ARTWORK AT SJAC

## Application Form & Artist Info

SJAC uses a simple one-page form available on our website (see an image of the application form above.)

- **Contact Information**
- **Exhibition Information:** Please provide an artist's statement with a description of the proposed exhibition, the theme or purpose of the exhibition and a complete list of works, media and sizes of the pieces (Word.doc or PDF.)
- **Biography:** Artist's CV/recent biography (Word.doc or PDF.)
- **Work Samples:** Digital images (approx 15) via email to director@sjartscentre.ca or on a USB drive or CD. The Selections Committee will base its decision on the artist's statement and images of the proposed exhibition. If the works for the proposed exhibition has not been completed, then images of the artist's most current works will be allowed. Please note that submitted USB drives/CDs will not be returned. 2MB files at 72dpi are sufficient.

## Jury Process

Our volunteer jury of arts professionals meets twice a year (spring and fall) to assess all applications from the previous six months. They review each application with Director Andi Emrich and make recommendations on exhibits to accept and in which gallery space. **The deadlines for these assessments are April 30th and October 31 at 5pm.**

## Notification and Agreement to Exhibit

All applicants are notified of their application status after the jury meeting. Successful applicants will be offered an exhibit date or choice of dates and the gallery space available. Should they accept, two copies of a contract is sent for their approval, outlining the details of the exhibit requirement and agreement between the artist and SJAC, to be signed by both parties. This contract details the requirements and responsibilities of the artist and SJAC, and contains information on the deadlines for: delivery of digital information, artwork for hanging, and closing date.

# WHAT SJAC PROVIDES TO EXHIBITING ARTISTS

## Overview:

As a non-profit community Arts Centre, SJAC has limited resources and needs to be as efficient as possible when managing exhibitions. Therefore, there are limitations to the services we can provide. It is important to note that we are a public gallery and not a commercial gallery.

## Promotions:

- All exhibitions are promoted as a group and not as individual exhibitions. Promotion is done on our website; in free local media listings; and through SJAC's social media channels. We do not print posters or invitations.
- We can provide contact information for local media outlets and encourage artists to make contact to see if there is an opportunity for their exhibition to be featured.

## Exhibit installation and documentation:

- SJAC staff installs exhibits with placement input from the artists; please follow 'ready-to-hang' guidelines.
- SJAC provides a professionally designed artist's statement handout and price list where needed, as well as vinyl wall lettering at no cost to the artist.
- SJAC can assist with internal signage to acknowledge exhibit sponsors or funding.

## New Exhibition Opening Reception:

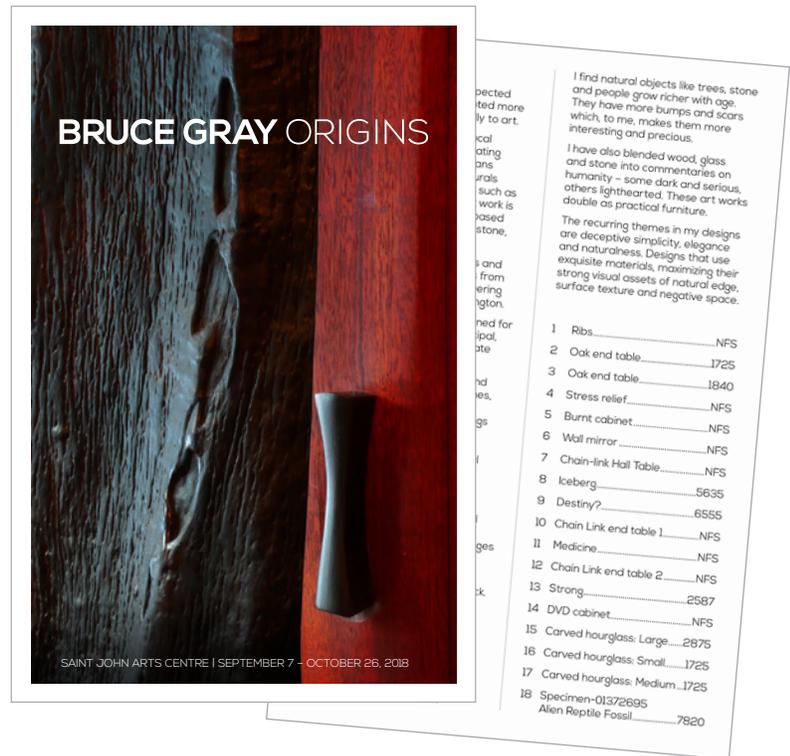
- An opening reception is held on a Friday evening, 5:00 – 7:00PM (dates are detailed in the agreement.)
- Artists' introductions are at 6:00PM, and we suggest speaking for no longer than three minutes. We encourage artists to identify themselves so that the public has an opportunity to have a more personal experience with a one-on-one conversation afterwards.

## Artwork Sales:

- SJAC handles sales during the exhibit for 20% commission, and issues a cheque to the artist for the remaining 80% at the end of the exhibit. Artists represented by commercial galleries should discuss their planned SJAC show with them.

## Artists' Rights Fees:

- Although not at the level of payment of a CARFAC fee, SJAC does offer Artists' Rights Fees to all exhibitors to aid with exhibition costs. Port Saint John and City Gallery exhibits fees are \$500 per exhibit, and the smaller third floor galleries are \$100. Fees are divided amongst artists in group shows.



An example of a 6" x 9" artist's handout with biography, artist's statement, and price list on the reverse side.

## WHAT SJAC PROVIDES F.A.Q.

Does each show have its own opening reception?

All of the exhibits opening in that cycle (as many as five exhibits, six times a year) share in one opening reception.

What can artists expect during an opening?

SJAC's opening receptions are well attended, with a friendly, casual crowd of often 200-300 attendees. At no cost to the artists,

complementary light refreshments (fruit, cheese, pita & dips, etc.) and a cash wine bar are provided by staff and our volunteer reception committee.

What about artworks that require plinths or other special installations?

SJAC has a variety of shapes and sizes of white plinths, as well as stands with secure Plexiglas covers (see floorplans.) Within limits, some light artwork may be able to be suspended, etc.

# WHAT EXHIBITING ARTISTS PROVIDE TO SJAC



Congratulations on your upcoming exhibition at Saint John Arts Centre! In order to make for an efficient and worry-free exhibit setup, here are some helpful guidelines that you, the artist, can use to help us from your end!

There are two aspects where your assistance is critical: the 'Show Information' and 'The Works' themselves.

## Show Information

Please submit the following information digitally, or in the case of the contract, via post. **Please send all information, with the exception of the earlier contract, no later than two weeks before the day your artwork is hung. Please include your name in the filenames of your documents (example: Pablo\_Picasso\_Biography.doc)**

## Artist's Agreement

Please be sure to return in a timely fashion **one signed copy** of the finalized agreement between yourself and the Saint John Arts Centre. Please don't forget to date and include your contact information where indicated.

The second copy is yours to retain for your records.

## List of works

Please provide a complete listing of the works that will be included in your show. The preferred format is in spreadsheet form, ideally a Microsoft Excel document (or Mac Numbers document), or alternatively, a Microsoft Word table; include your name in the filename. If none of these are possible, please at minimum submit a digital list by email. See the spreadsheet template on our website.

The required information (in separate spreadsheet or chart columns) are:

- Title
- Dimensions
- Media
- Sales or Insurance Value

Works that are not for sale still require a value for insurance purposes. **Please be sure to mark any works that are not for sale, 'NFS'.**

In the case of a group exhibit, please make an additional column for the Artists' Names, to be repeated in every 'row'.

## Show Title and Artist's Name

The full title of your show and the preferred presentation of your name, which will be used for your catalogue and vinyl lettering.

## WHAT ARTISTS PROVIDE F.A.Q.

Should I include my name in the files I send?

Yes, please do! We exhibit up to 30 shows every year, so it is very helpful not to have 30 files arrive with the same names (like 'Arts Centre bio.doc' or 'Price List.xls')

When do I deliver my works to be installed?

Specific details about delivering artwork are made on an individual basis, but in general, all works must be at SJAC ready to hang (or

display on plinths, etc, in the case of three-dimensional works) by 'installation day', the Tuesday before the opening reception.

Can I store crates/ wrapping used in transporting works at SJAC?

We do have a limited amount of storage space for artwork wrappings and will do our best to accommodate - please be sure to clearly label wrappings if they match specific works for ease of pairing them for take-down.

# WHAT EXHIBITING ARTISTS PROVIDE (CONT'D)

## Artist's Biography

Please provide a short biography (written in the third person), to be used in its entirety on our website and on your catalogue where space allows (edits or use of excerpts may be necessary; a word count of 250 is a good guideline).

Typical biography content includes origins, education, professional experiences, other interesting aspects of pertinence to your career as an artist.

If you wish, please feel free to send a photo of yourself to accompany your biography.

## Artist's Statement

Please send a brief artist statement pertaining to the work exhibited; a word count of 500 is a good guideline.

## Image of a Work for the Handout

Please provide a print-resolution image of a 'signature piece' you would like featured on your catalogue.

## Submitting Your Show Information

Please send via email to Kelly Cunningham:  
[events@sjartscentre.ca](mailto:events@sjartscentre.ca)

Please don't hesitate to get in touch with questions.

## The Works

Please be sure to follow the requirements for works to be exhibited as outlined in your agreement (no 'wet' works, proper framing or presentation, etc.)

## Ready to Hang

Please have wall-mounted works ready to hang, using metal wire hanging apparatus wherever possible. For very large and/or heavy works, 'D' rings are acceptable. (See an example of proper framing and hanging apparatus on Margot Cormier Splane's work, photo at right.)

For three-dimensional, installation, or other works requiring special considerations, please advise in advance.

## Careful Labelling

One of the most common difficulties we encounter is poor labelling. Please ensure that at minimum the title of your work is on the piece, and that **the title on the piece exactly matches the title on the List of Works**. For group exhibits, please ensure your name is also on the work.



## INSTALLING ARTWORKS F.A.Q.

Are there other acceptable art hanging methods?

Yes - some works of course require non-traditional installations. As examples, in the above photos, artists Ann Manuel and Chantal Houry have used pins, small nails, and small magnets on nail heads to fasten their delicate print and sculptural works to the walls. Please be prepared to provide supplies needed for special installations.

For paintings, 'gallery' canvases are acceptable, but we do advise artists to have their 'sides / edges' neatly painted white, black, or an extension of the painting for a professional finish.

Does the artist install the artwork?

Unless special installation by the artist is required, SJAC staff will happily do the installation. Special instructions for alternate hanging methods or placement are welcome & helpful.



# SAINT JOHN ARTS CENTRE EXHIBIT FLOORPLANS

These floorplans and example photos are intended as a guide for applicants and exhibitors to reference for room measurements and layouts, to assist with planning exhibition layouts.

We do encourage, wherever possible, that exhibitors visit the Saint John Arts Centre in person to experience the gallery spaces, assess the typical exhibit lighting conditions, and take their own photos, notes, and measurements if they wish. Please do not hesitate to contact us for more detailed information about specific spaces.

***These floorplans are based on architectural blueprints, and care has been taken to provide as much helpful information as possible. However, please note that measurements are approximate, measure right up to door frames, and do not factor in small wall incursions such as light switches, small signage, safety necessities such as fire alarm pulls and fire extinguishers, etc.***

*Located in the historic Carnegie Building in Uptown Saint John, Saint John Arts Centre is home to five unique visual art exhibit spaces for emerging and professional artists.*

Andi Emrich  
Executive Director  
director@sjartscentre.ca  
Phone: 506.633.4870  
www.sjartscentre.ca

# MAIN FLOOR GALLERIES

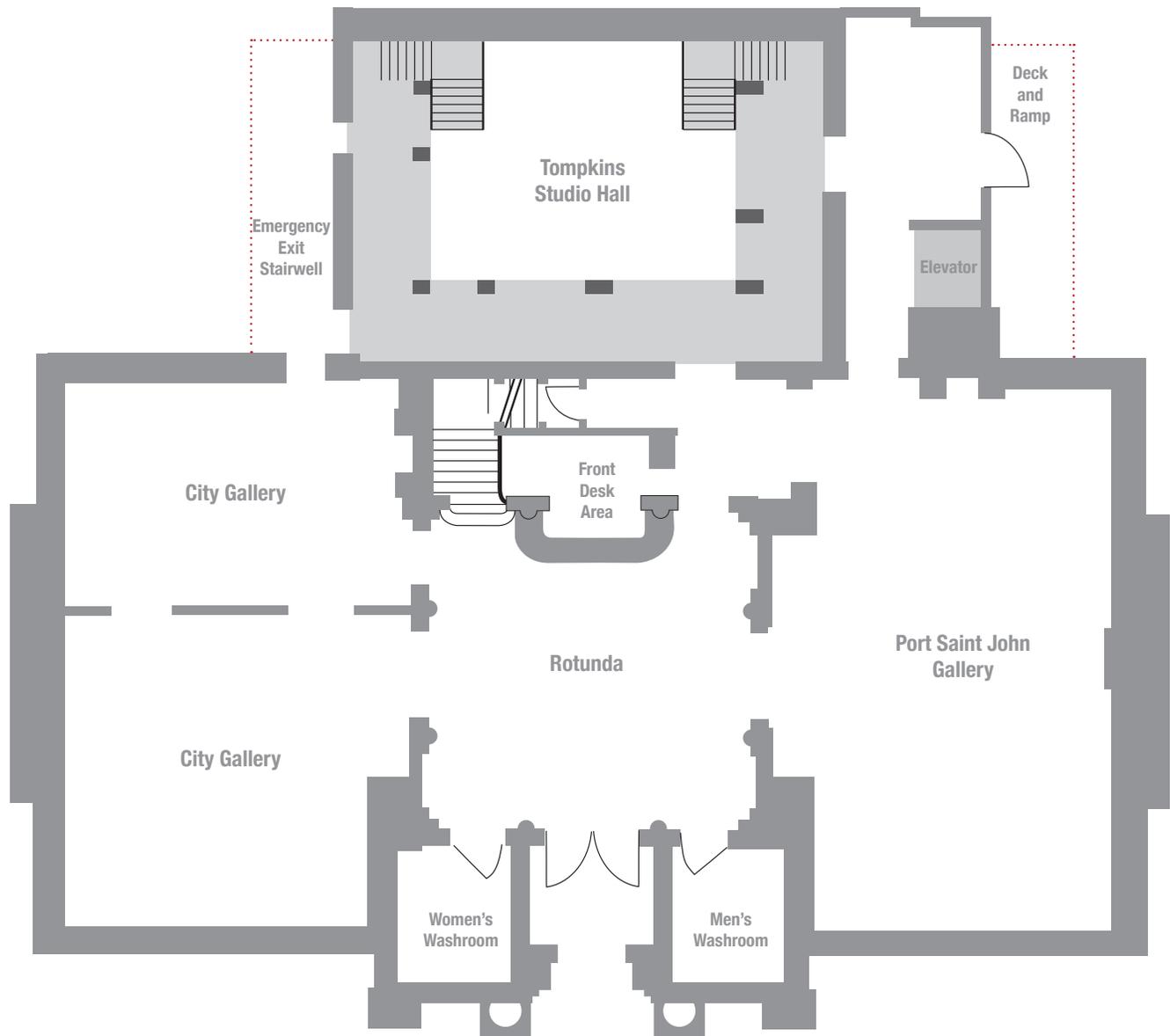
## General Notes

The two main floor galleries are accessed from the main entrance and located off the Aitken Rotunda, a two-story foyer with a mosaic floor and large stained-glass skylight.

While they have the same approximate floorspace, the Port Saint John Gallery is one continuous space, and the City Gallery has a dividing wall with two large connecting doorways.



## SAINT JOHN ARTS CENTRE MAIN FLOOR GALLERIES – OVERVIEW



# PORT SAINT JOHN GALLERY INFO

## Floor Space

1200 square feet  
111.5 square metres

## Wall Space

109 linear feet  
33.5 linear metres

## Height

Usable vertical wall height: 12' • 3.7m

## Photo notes:

Top: Wide-angle, looking southeast;  
Bottom left: southeast

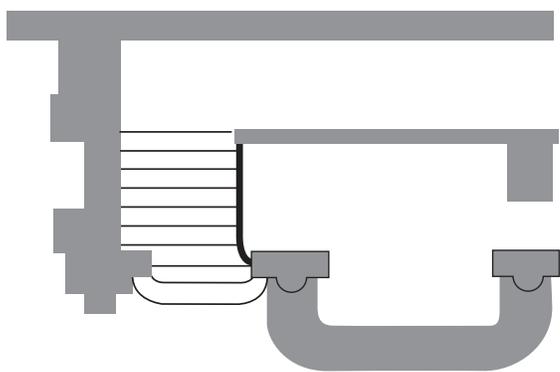
corner; Bottom right: looking northwest

## Gallery Sponsorship

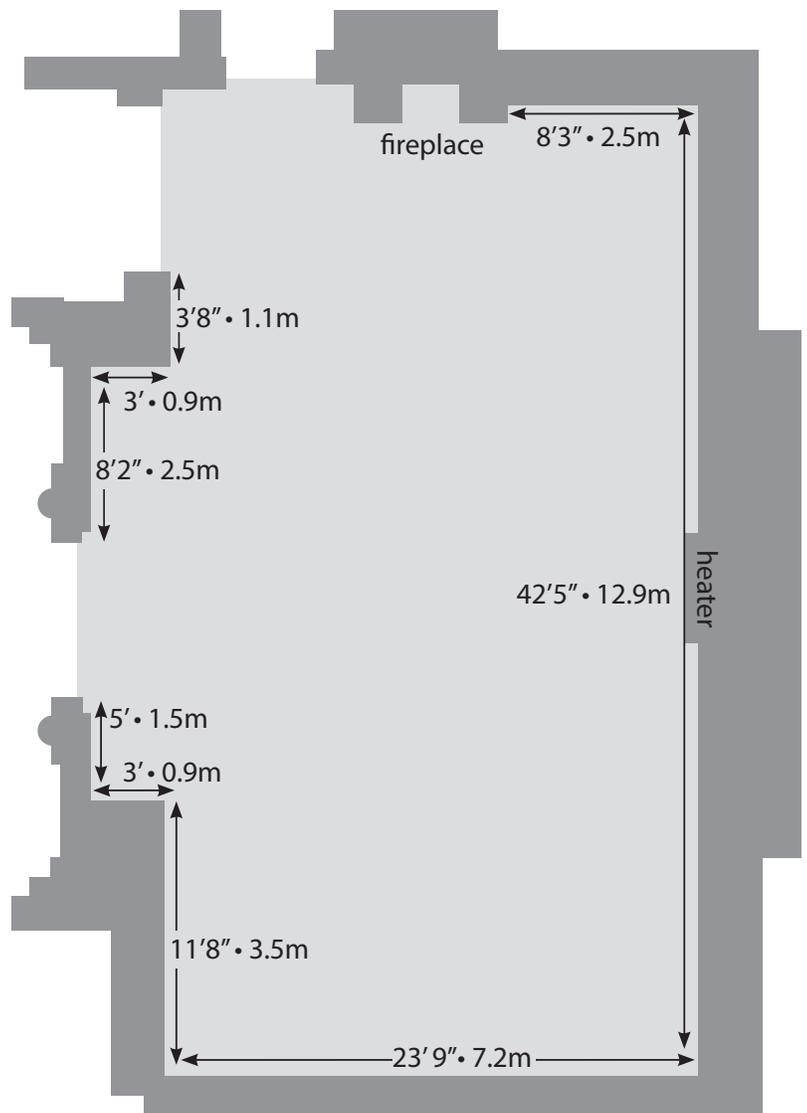
SJAC is thrilled to have Port Saint John as a major gallery sponsor for a second six-year agreement. Handouts and signage for the gallery's shows will include a sponsor thanks, and artists are encouraged to mention the sponsorship where applicable.



# SJAC MAIN FLOOR GALLERY - PORT SAINT JOHN GALLERY



Rotunda



# CITY GALLERY SPECS

## Floor Space

1200 square feet  
111.5 square metres

## Wall Space

110 linear feet  
33.5 linear metres

## Usable Wall Height

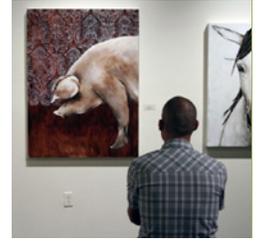
12' • 3.7m

## Height

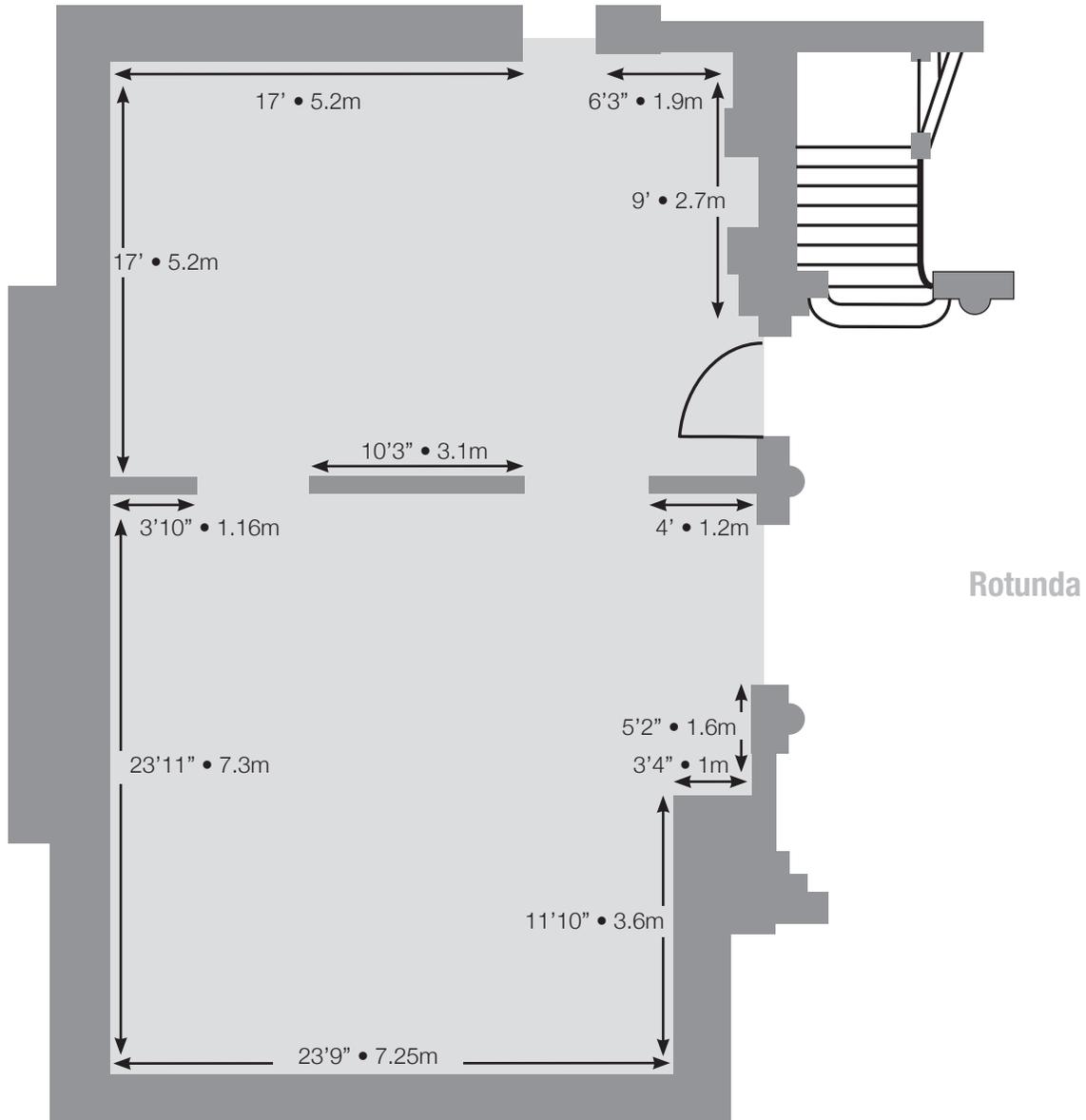
Usable vertical wall height: 12' • 3.7m

## Photo notes:

Top left: looking northwest; Bottom left: wide angle, looking northwest; Bottom right: looking northeast



# SAINT JOHN ARTS CENTRE MAIN FLOOR GALLERY – CITY GALLERY



# TOP FLOOR GALLERIES

## General Notes

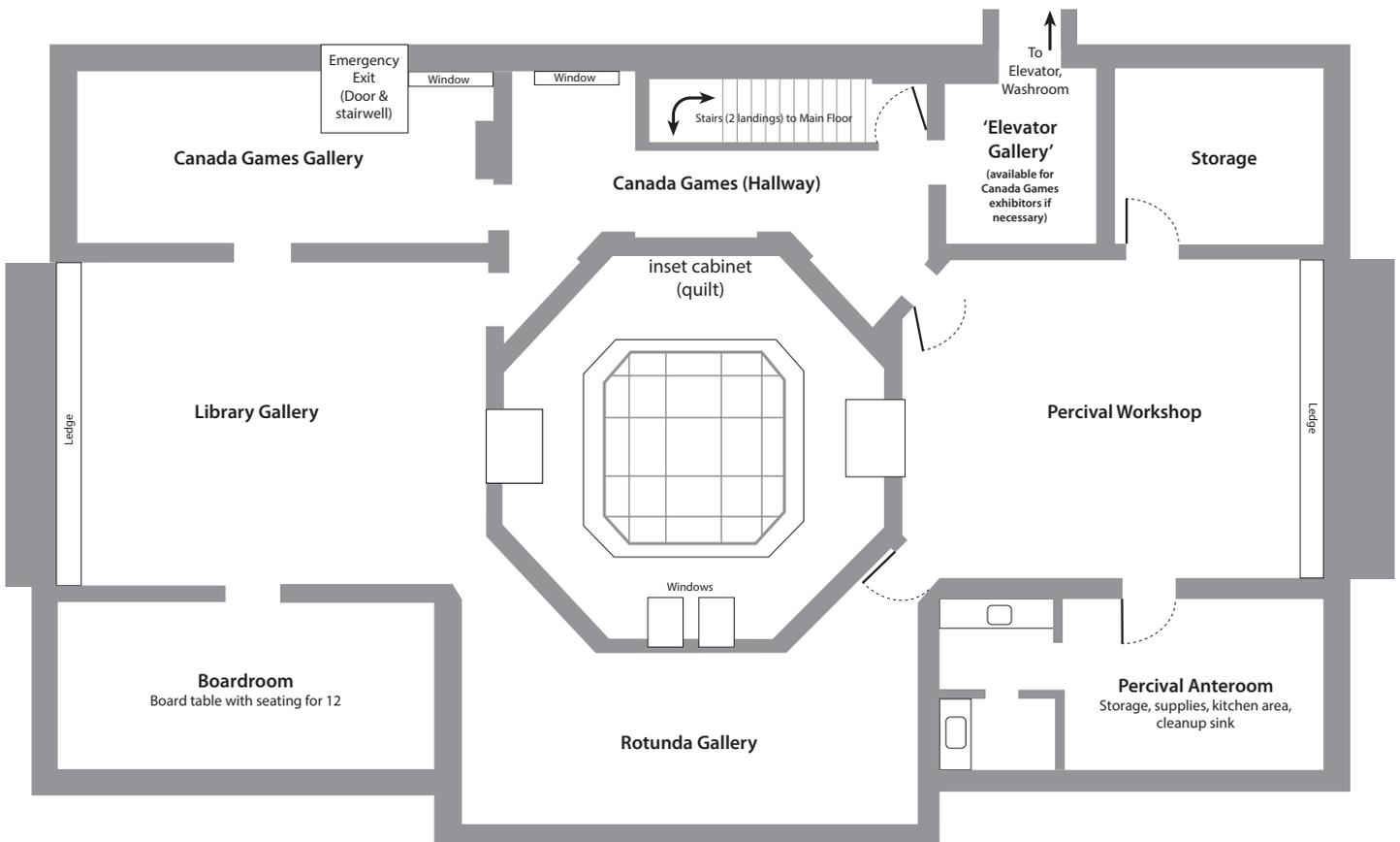
There are three top floor galleries: the Canada Games Gallery (main gallery plus hallway); the Library Gallery; and the Rotunda Gallery. There is a small room off the elevator access often

used for overflow exhibit space or video presentations.

The top floor is home to several pieces of installed art on permanent display, including two stained glass windows and an art quilt.



# SAINT JOHN ARTS CENTRE TOP FLOOR GALLERIES – OVERVIEW



# CANADA GAMES GALLERY SPECS

## MAIN GALLERY

### Floor Space

275 square feet  
25.5 square metres

### Wall Space

Approx. 61 linear feet  
18.5 linear metres

### Ceiling Height

Main Gallery: 8'6" • 2.6m

## HALLWAY

### Floor Space

190 square feet  
17.6 square metres

### Wall Space

Approx. 32 linear feet  
9.75 linear metres

### Ceiling Height

Hallway: 9' • 2.7m

## 'ELEVATOR'

### Floor Space

99 square feet  
7.75 square metres

### Wall Space

Approx. 30 linear feet  
9.75 linear metres

### Ceiling Height

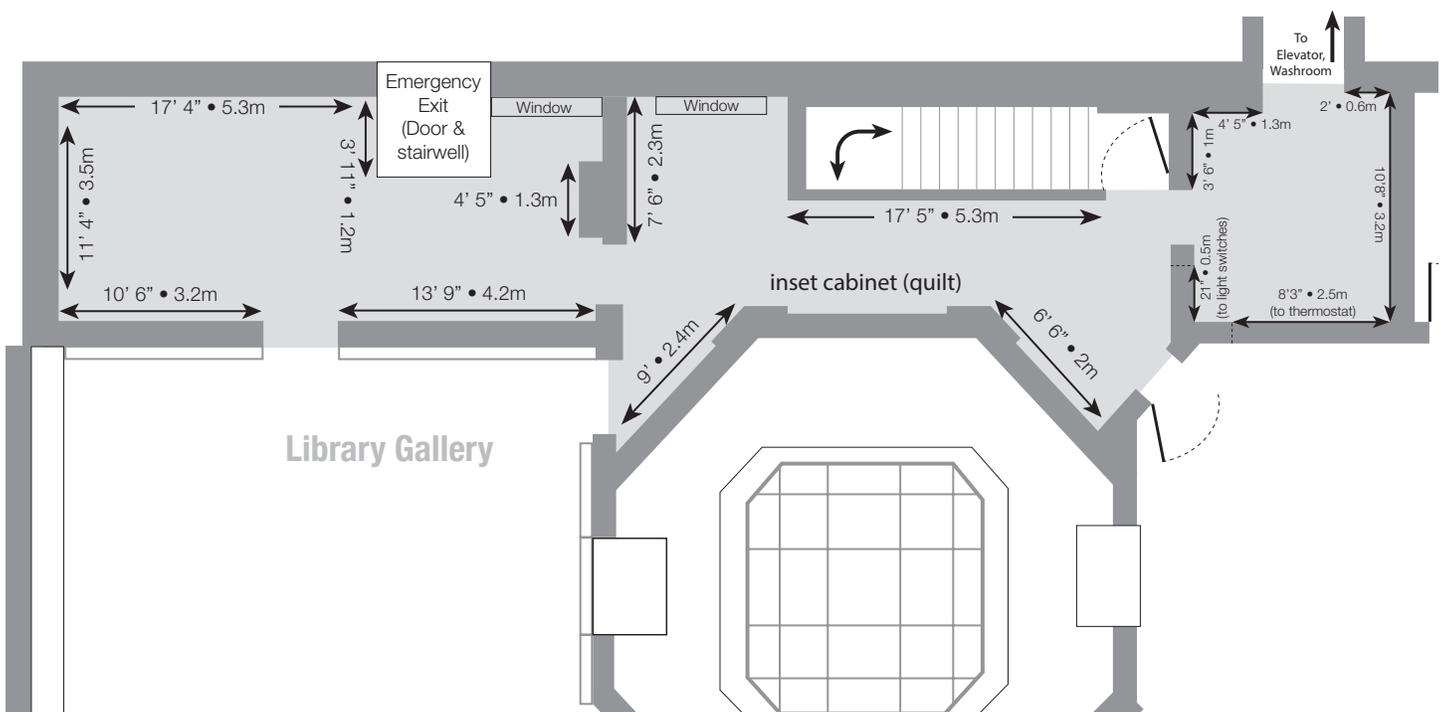
Hallway: 8'4" • 2.5m

## Photo Notes

Top: main gallery, looking northeast; middle left: hallway looking east, note art quilt 'inset cabinet'; middle right: hallway looking south; bottom left: 'Elevator' gallery looking west; bottom right: looking south



# SAINT JOHN ARTS CENTRE TOP FLOOR GALLERY – CANADA GAMES



# LIBRARY GALLERY SPECS

## Floor Space

535 square feet  
49.4 square metres

## Wall Space

68.5 linear feet  
20.88 linear metres

## Ceiling Height

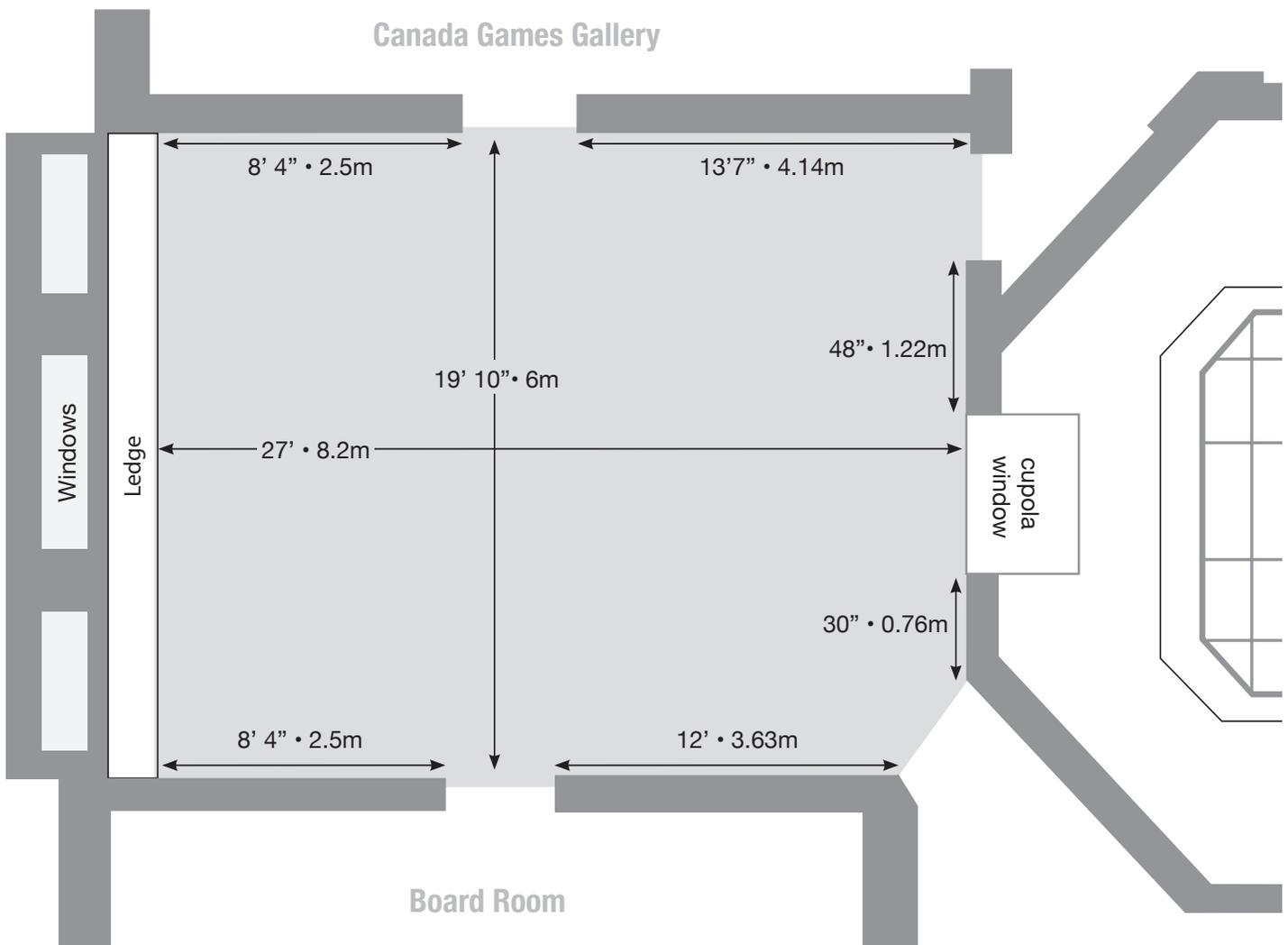
12' • 3.7m

## Photo Notes

Clockwise from top left: looking to northwest & exterior windows; cupola window on south wall; doorways to Library, Canada Games from Hallway; east wall with doorway to Canada Games.



# SAINT JOHN ARTS CENTRE TOP FLOOR GALLERY – LIBRARY



# ROTUNDA GALLERY SPECS

## Floor Space

275 square feet  
23.2 square metres

## Wall Space

65 linear feet  
18.5 linear metres

## Ceiling Height

8' 4" • 2.5m

## Notes

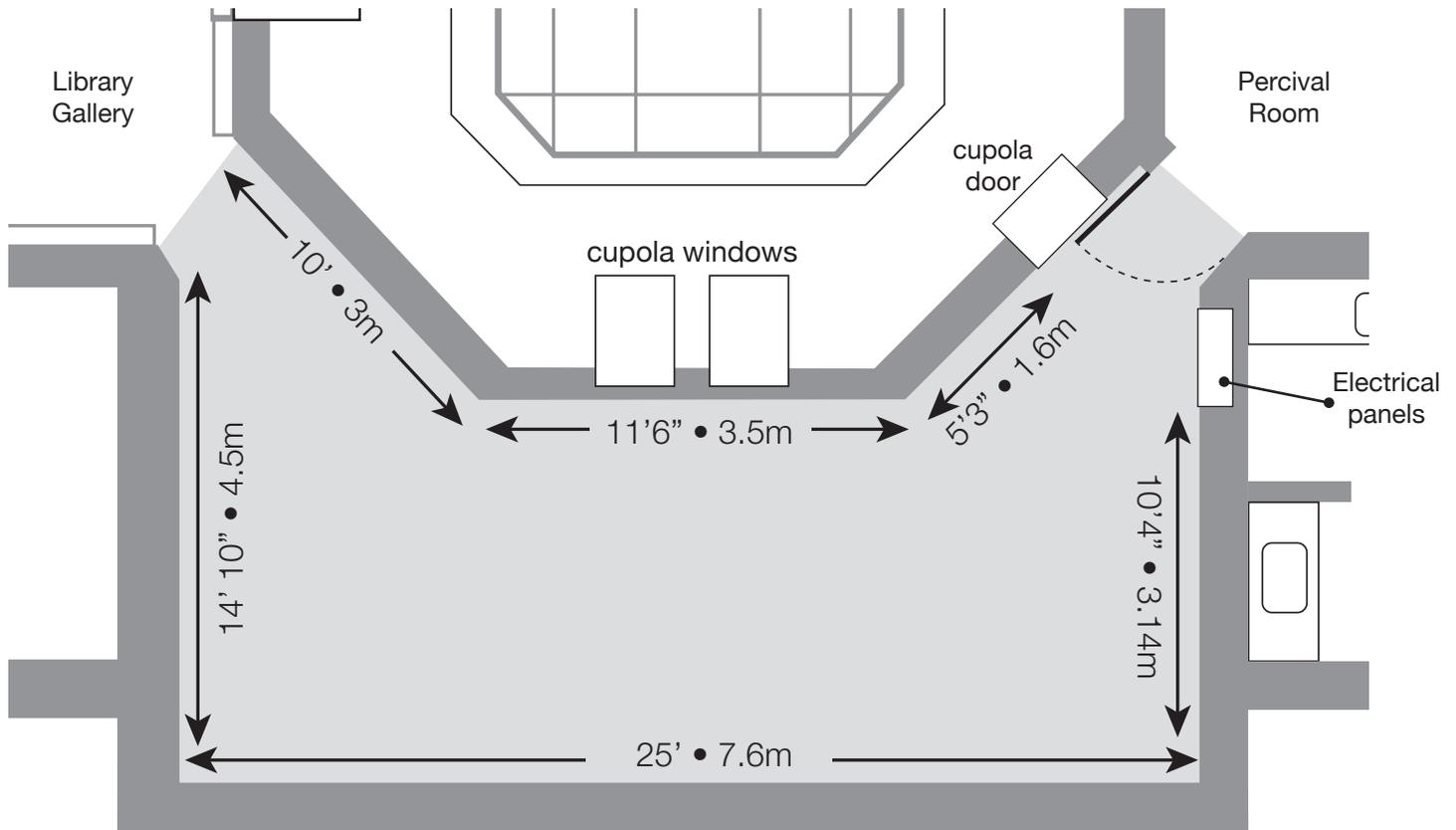
Please note that the angled walls on the cupola side of the room have two windows, plus a high doorway (kept locked) which leads into the cupola.

## Photo Notes

Top: looking south; bottom: two angles looking north, note cupola windows on angled walls.



# SAINT JOHN ARTS CENTRE TOP FLOOR GALLERY – ROTUNDA



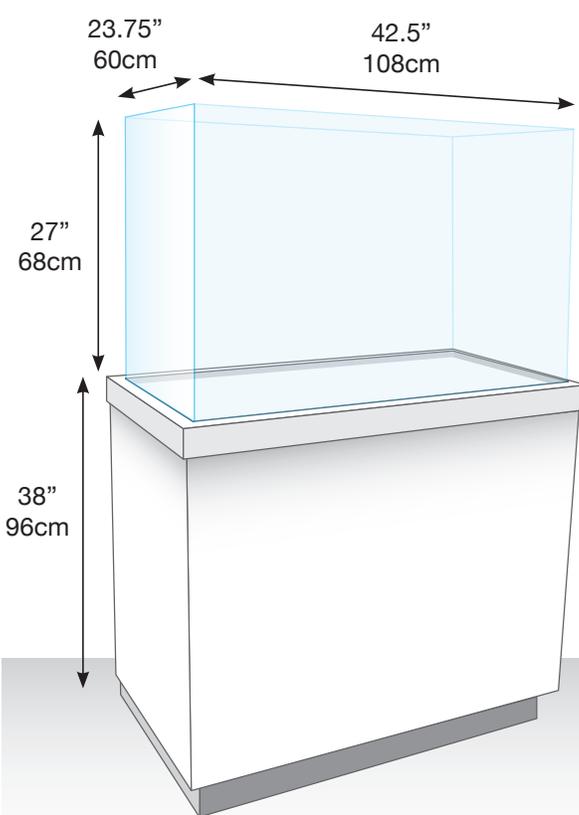
# ABOUT OUR DISPLAY CASES

Thanks to generous funding from the Sheila Hugh Mackay Foundation, Saint John Arts Centre has a complement of white-painted wood display cases with clear Plexiglas covers that fit into recessed

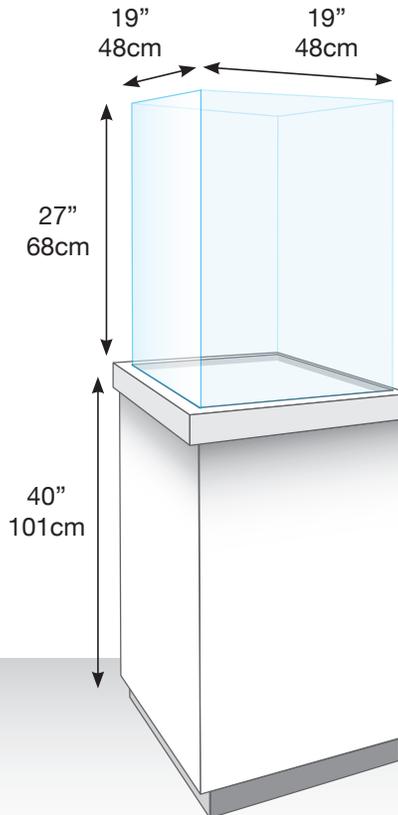
channels, secured with locking bolts. They are particularly useful for works that may raise security concerns (eg. delicate sculptural pieces, jewelry, ceramics, other fine craft items.)



## SAINT JOHN ARTS CENTRE DISPLAY CASES



Large cases - Five available



Small cases - Six available

## PLINTHS

SJAC has a variety of wooden plinths without acrylic covers, which can be used for exhibits. Please note that multiple exhibits may need to share plinths, so arrangements should be made as soon as exhibits are confirmed. Measurement order is Height x Width x Depth.

#	Measurements
1	46" x 12" x 12"
7	38" x 16" x 16"
4	38" x 14" x 14"
1	38" x 12" x 12"
1	37" x 16" x 16"
1	34" x 12" x 12"
2	31" x 24" x 16"
3	27" x 18" x 17"
1	24" x 24" x 17"
1	24" x 12" x 12"
3	23" x 15" x 15"
2	21" x 18" x 13"
3	19" x 12" x 11"