



1400 First Avenue North • Great Falls, MT 59401 • 406.727.8255 • www.the-square.org • info@the-square.org

Unsolicited Artist's Proposals

Artists submitting a portfolio for an unsolicited portfolio review (solo and/or group exhibitions) are reviewed on an ongoing basis by a committee made up of museum staff and members of the Museum's Board of Trustees.

Artists can expect to receive notice regarding their work within up to one year of receipt of your portfolio. The Museum's Curator makes every effort to respond in a timely fashion; however, please consider that general review submissions are used to schedule future exhibition calendars, and must often be retained this amount of time for reference purposes. The exhibition schedule is typically booked at least two years from the present date. Please indicate whether, or not you are interested in being considered for the Museum's Annual Art Auction Exhibition.

Please submit the following to:

**Bob Durden, Curator of Art
Paris Gibson Square Museum of Art
1400 First Avenue North
Great Falls, MT 59401**

- Introductory letter describing artist's intent.
- No more than 20 images of recent work in slide, CD (jpg or tiff—jpg preferred).
- Resume
- Artist's statement
- Numbered slide/image file list that includes title, date, medium, dimensions, value—the numbers should correspond with numbers on slides or image files
- Electronic files must be P.C. compatible
- For the return of your slides and other materials, you must include a SASE.

Examples of video/film, sound, installation, or other alternative media, which are difficult to document in slide format, may be submitted on DVD, VHS tape, CD, or similar format. A proposal that details the components of the work is helpful—please include: specifications such as a materials list, installation plans or diagrams, and sketches of the proposed work. Additionally, photographs, videos, catalogs and press coverage of previously exhibited works are encouraged.

Artists are encouraged to send as much information as possible in an electronic format (P.C. only). Preferred formats include: Microsoft Word and Microsoft PowerPoint, image files are preferable in a jpeg format.

Do not email proposal materials.

Please include a SAS postcard so that museum can notify you about the receipt of your materials.

Should you have any questions, please email bob@the-square.org.