



ARTIST SUBMISSION GUIDELINES

The Quinlan Visual Arts Center is a 501 (c)(3) nonprofit organization. Our mission is to promote and develop the visual arts in Northeast Georgia through diverse exhibits, educational programs, and community involvement. We are unique to the region as the only comprehensive facility devoted to the visual arts in northeast Georgia. The Quinlan is always looking for new artists of all ages, cultural backgrounds and artistic traditions who create quality work, upon which, the Quinlan has built a reputation of unparalleled excellence.

The Executive Director, Maureen C. Files, encourages all artists to approach the Quinlan with their work. Please remember, however, that the Director has a full schedule and regrets that she cannot meet with everyone personally. The following is our professional portfolio etiquette for both the novice and the experienced artist.

Submission Guidelines for Consideration for Future Exhibitions and Display in the Gift Shop:

1. **Images:** All work must be original in concept, composition and execution. Classroom pieces, copies of master works or any other artwork created under the supervision of an instructor are *not eligible*. Artwork must not be copied, in part or wholly, from any published or copyrighted work. Prints are not acceptable. Mail or bring by recent (within the last two years) photographs, slides or digital images of your work, preferably in the format of a CD. Please do NOT bring original artwork to leave for review. We will not be responsible for the storage or care of any artwork that is left in this manner.
2. **Contact Information:** Label the album or envelope with contact information, including your name, address, phone number and e-mail address (if applicable).
3. **Résumé:** Please include a current résumé, CV or cover letter of no more than 2 pages. This should include educational background and galleries where you have shown your artwork. Please include any private collections where your work is featured. An Artist's Statement is optional but encouraged.
4. **Return of Information:** Indicate if you plan to pick up your portfolio or if you would prefer it to be mailed back to you. If you would like it mailed back to you, please include an appropriate, sturdy envelope and adequate return postage.
5. **Response:** We know you are anxious for feedback but please understand that the Executive Director receives many submissions each month and cannot respond individually to each artist. If there is interest in your artwork, she will contact you directly. Please note that the Quinlan shows are planned up to a year or more in advance so, even if there is interest in your work, a response may not be immediate.
6. **Gift Shop consideration:** You are welcome to inquire about leaving pieces for consignment in the Quinlan Gift Shop. The same submission requirements as listed above apply to those interested in being featured in the Gift Shop. Pieces will be solicited as space becomes available. Gift Shop applicants are also required to be CURRENT members of the Quinlan Visual Arts Center. (Gift Shop commissions are 60% for the artist and 40% to the Quinlan.)
7. **Membership:** You are encouraged to become a valued Artist-Member of the Quinlan Visual Arts Center. As a member, you will receive all Quinlan Visual Arts Center notices, publications, invitations and class schedules. You will be invited to display at least one piece in our annual Members' Exhibition and you will be eligible to join the Art League. Please ask for more information regarding Quinlan membership.

Thank you for your time. Your interest in the Quinlan Visual Arts Center is greatly appreciated.

Hours of Operation:

Monday – Friday 9A.M. – 5 P.M., Saturday 10 A.M. – 4 P.M., Sunday 1 P.M. – 4 P.M.

Telephone: 770-536-2575

E-mail: info@quinlanartscenter.org

Website: www.quinlanartscenter.org