

Glass Box Gallery / www.glassbox.arts.ucsb.edu

REQUEST FOR PROPOSALS: Fall 2021 (September 19 – December 10)

~~Applications Due: September 10~~ **DEADLINE EXTENDED: September 17**

Glass Box Gallery (Gallery 1328) and the adjacent Mini Box Gallery (Gallery 1330) are currently accepting proposals from UCSB Department of Art Undergraduate Students, Faculty, Staff, Majors, Honors, and MFA Graduate Students for exhibitions slated for Fall 2021.

Students and faculty may apply for a one-week solo show, group exhibition, or curatorial project. Workshops, installations, performances, and other events relevant to the exhibition are also encouraged. Video installations, performances, or other projects not reliant on track lighting are ideal for the Minibox space, as the space is not set-up with a gallery specific light system.

To apply, please follow the guidelines below:

1. Thoroughly review the rules and guidelines of the exhibition space (see page 2). You are responsible for knowing and understanding this information! Please email kevinclancy@ucsb.edu if you have any questions or concerns.
2. Email kevinclancy@ucsb.edu the following information as a separate document (pdf or word doc ideal):
 - Name, preferred pronouns, phone number, and your academic year and/or department affiliation
 - The type of show you plan to pursue (solo, two-person, group, curated, workshop, event, virtual, etc.)
 - The space(s) included in your proposal (Space A, B and/or C: refer to gallery specs on page 3 for layout)
 - Exhibition proposal: 1-2 paragraphs with a detailed plan for how you intend to use the space (artists involved, medium, concept/theme, type of installation, approx. number of pieces, how the work will be installed, etc. Please be as specific as possible!) For a better understanding of the spaces, please review the gallery dimensions and specifications. Images and Floor Plan may be viewed at www.glassbox.arts.ucsb.edu/gallery-specs. A virtual model of the gallery may be viewed at <https://hub.link/XGxqRFQ>. Our most recent exhibition can be viewed at www.glassbox.arts.ucsb.edu/honors-2021

- Work Sample: up to 10 images of proposed or similar work
- The preferred dates for your exhibition and an alternate date (your first choice may not be guaranteed.) Each exhibition will be installed on Sunday and deinstalled on Saturday, and you may choose to have an opening during the week.

The application deadline is ~~September 10~~ **September 17**. Applicants will be notified by ~~September 15~~ **September 20** if selected for an exhibition.

Kevin Clancy

UCSB Art Department

Glass Box Gallery Manager, Fall 2021 kevinclancy@ucsb.edu

GALLERY GUIDELINES AND PROCEDURE

Installing Artwork and Gallery Space Rules

Unless discussed in advance, artists will have access to the gallery on the Sunday morning before the exhibition opens. Graduate students have access to the space via their master key. Undergraduates will meet the gallery coordinator on Sunday morning to receive their key. Install will be on Sundays and deinstall will be the following Saturday.

Do not do anything to the gallery that cannot be undone. Do not drill into the floor or ceiling. Nothing can be hung from the ceiling pipes (there are alternative ways to hang from the ceiling). Do not use sharpies directly on the wall. Please do not paint the floor or get paint on the floor while installing. Do not apply any kind of oil-based paint to the walls. Any significant alteration of the space should be approved by the gallery manager in advance. Damage or significant alterations may result in a charge to your BARC account. Please communicate your needs and vision clearly so that we can avoid that.

Exhibiting artists/curators are fully responsible for the install and deinstall of their exhibition, including patching all holes and painting all patches to return the Gallery spaces to the condition in which you received it, including the back storage space. Gallery Interns may be able to assist depending on their schedules. Please communicate with Kevin Clancy, Gallery Manager, to discuss how much assistance you will need.

Gallery-white paint (specific to UCSB's art spaces) must be purchased from Michael Matheson in the atrium (matheson@hfa.ucsb.edu) for touch-ups. Please plan this step in advance as paint cannot be purchased on Saturday (deinstall day). Some basic tools may be available to borrow in the Glass Box Gallery storage, but artists should be aware that all necessary installation tools/materials are the responsibility of the artist. Please discuss any additional needs with Kevin Clancy, Glass Box Gallery Manager, in advance of your install.

Gallery Hours

Artists are responsible for opening and closing, as well as locking and turning off lights in the Gallery spaces each day. Suggested gallery hours are 9am-5pm or 10am-6pm. Users must notify the gallery manager of their opening/closing procedure and hours in

order to receive the key for the gallery. Undergrad Coordinator Aimee Hanna (aimeehanna@ucsb.edu) is willing to open the gallery when they arrive on campus at 8 am, but you will need to contact them directly to arrange this in advance. Please respect Aimee's time and energy, as they are under no obligation to open the gallery doors.

Preparing for Exhibition

If you would like to promote your show within UCSB's Art Department email server, design a jpeg flyer with your name, show title, show dates, and reception date/time. Please send your jpeg to Aimee Hanna (aimeehanna@ucsb.edu) for distribution. Your flyer may also be shared on the UCSB Art Dept Instagram (@artdept_ucsb) and the Glass Box Gallery Instagram (@glassbox_ucsb).

Vinyl lettering can be used to display your show title, name, etc. on the gallery walls or entrance window. These can be printed in the mStudio (Arts 2336) facilities in the Art Dept. Plan this step in advance, especially if you do not have experience using the vinyl cutter. Joel Sherman (joelsherman@ucsb.edu) is available to help with the vinyl cutter during his open hours, best to schedule an appointment.

Artists planning a reception can choose any date and time, but they must inform the director ASAP with the logistical information surrounding said reception. Wednesdays or Friday between 5-7pm are generally a good time for opening receptions. Food, beverages, and other reception costs are the sole responsibility of the gallery user.

Gallery Specs: www.glassbox.arts.ucsb.edu/gallery-specs

Virtual Gallery Model: <https://hubs.mozilla.com/XGxqRFQ/glassbox-empty>

Additional Images of Glass Box Gallery can be viewed at:
www.glassbox.arts.ucsb.edu/gallery-specs