



The Rotunda Gallery at the Historic Courthouse

The Rotunda Gallery is on the first floor of the Historic Jackson County Courthouse, part of the Jackson County Library Complex on Courthouse Hill. The Rotunda Gallery space is shared by the three entities that occupy the Historic Courthouse: the Jackson County Historical Society, The Jackson County Genealogical Society and the Jackson County Arts Council. From time to time the rotunda space may be used for special exhibits sponsored by the other two organizations. The space is installed with high quality hanging systems that are secure and make it a good option for rotating art exhibits. The Jackson County Arts Council is happy to offer this venue to regional exhibiting artists.

Exhibits are coordinated through the Jackson County Arts Council. Regional Artists may submit proposals that will be reviewed on a rotating basis by the Rotunda Gallery Committee. Before submitting a proposal please read carefully the following.

Rotunda Gallery Exhibition Guidelines:

All artists selected for exhibition at The Rotunda Gallery must observe the following guidelines in presenting and hanging their show. The purpose of the guidelines is not to enforce uniformity, but to create aesthetic consistency and an atmosphere of quality and professionalism. We recognize that, depending on the nature of the works exhibited, certain guidelines may not always apply. If you anticipate that your show will require departure from the guidelines to any significant degree, you must discuss this with Rotunda Gallery Committee before installing the show. The art works presented must be consistent, in nature and in quality, with the works submitted in the Exhibition Proposal. If, in the Rotunda Gallery Exhibition Committee's sole judgment, they are not consistent, the Exhibition Committee reserves the right to cancel that artist's show. The Exhibition Committee also reserves the right to cancel the exhibition if, in its judgment, the guidelines below have not been followed. Cancellation may occur as late as the day the show is scheduled to open.

1. Duration of Exhibit: Exhibits are approximately one month in duration. The exhibit will be hung before the **second Friday of the month**, coinciding with the Art Stroll Fridays during the season. Since the artist of the former exhibit will be taking down their exhibit prior to the next exhibitor, it is optimal to work together helping one another to take down and then hang. Both artists will be provided each other's contact information. The coordination is the responsibility of the two artists. The exhibiter will need to make contact with Michelle Allison at the library to coordinate the use of the ladder and hanging materials.

Michele Allison, Office Manager, 586-2016

2. Publicity: Each artist is responsible for submitting publicity information (brief description of

content of the exhibit, short biography and picture of a work featured in the exhibit) to the Exhibition Committee for use in publicizing the show. This information will be used for preparing press releases to the local media, which the Jackson County Library will generate. All publicity materials must include the Jackson County Arts Council logo in accordance with North Carolina Arts Council standards.

3. Show Invitation: If the Artist elects to produce a Show Invitation, they must personally fund and distribute it, but *it must include the Jackson County Arts Council Logo in accordance with North Carolina Arts Council standards.*

4. Artist Profile Information: Visitors are interested in learning about the exhibiting artists. Therefore exhibitors are expected to create a bio and artist statement to be mounted on small wall in the exhibition area. If you produce a Show Invitation be sure to leave a stack at the Greeter Station in the Atrium of the Jackson County Library Complex. You may also post a card or flyer on the bulletin boards in the Library (again, any promotional material must be approved by the Gallery Committee and contain the Jackson County Arts Council Logo).

5. Presentation of Artwork: All artwork must be presented in a professional manner, e.g., any frames, matting, pedestals, etc. must be acceptable to the Exhibition Committee and must present the works in a manner that is consistent with the artist's exhibition proposal. Artists are responsible for labeling and numbering their works. Prices may be included on the wall labels for the ease of the viewer.

6. Insurance: The Artist must secure insurance for their own work in the event of theft or damage or sign a waiver of liability. The artist will sign an agreement to this in the contract. The hanging systems have locks, which will deter the removal of any work. However, neither the Jackson County Arts Council nor the Jackson County Library Complex will assume any liability for loss, theft or damage to a work of art during an Artist's exhibition.

7. Opening Reception: Each exhibit will open on the second Friday of the Month to coincide with the seasonal Sylva Art Strolls. The openings are to be from 5pm to 8pm. The artist is asked to be present at the opening reception. Refreshments are optional to the artist and must be provided by the artist. Alcoholic Beverages are not permitted in the Library Complex.

8. Price List/Inventory for the Show: Art works do not have to be for sale for an artist to exhibit. However, if artists would like to offer their work for sale then the artists are responsible for providing a price list, (if not included on wall labels) identifying the works by number, title, size, media and price. This list should be available by noon on Thursday, the day before the opening.

9. Sale of Artwork: All sales and taxes are the sole responsibility of the artist. The Jackson County Arts Council requests that **the artist donate 20% of any sale**, back to the Council to support its Vision: *The vision of the Jackson County Arts Council is to promote individual artists, foster appreciation of the arts, provide art education and inspire creativity in Jackson County.*

10. Costs to the Courthouse Gallery: If the exhibiting artist's failure to follow any of the above guidelines results in additional expense to The Rotunda Gallery, the artist will be billed

accordingly. The artist's full inventory of works will not be released to the artist until the bill is paid. In other words, the Rotunda Gallery will retain a work or works as collateral, according to the amount owed, until the bill is paid.

11. Installation and Removal of Show: In the Exhibition Contract, each exhibitor is given precise dates for his or her show, the date of the opening and the dates for hanging the show and taking it down. Works may not be removed from the gallery until the end of the show. It is the responsibility of the artist to coordinate with a Rotunda Gallery Committee member to meet at the time of hanging (or prior to) for instructions on using the hanging systems in place in the Rotunda Gallery. It is highly advised to bring an assistant to help install an exhibit. The hanging systems and ladder work are simply impossible to manage without another set of hands. Artwork may only be hung using the installed hanging systems. We acknowledge the limitations of the hanging spaces, but hope to add additional locations for hanging strips as funds are raised.

PLEASE NOTE:

- Exhibitions are for **artists living or working in Western North Carolina** and are **members in good standing of the Jackson County Arts Council** or their local county arts council. ([membership application](#))
- Proposals are considered for solo exhibits, however the gallery committee will be happy to consider two artists whose work combined create a complimentary show. Group shows may be permitted from some area media-based art organizations.
- Proposals must accurately reflect the nature of the works to be presented in the show. If a proposal is accepted and the works brought to the gallery for hanging prior to the show are not consistent with the nature and quality of the works presented in the proposal, the committee reserves the right to cancel the show.

Before submitting a proposal, please examine the space in the Rotunda Gallery to be certain it will serve your needs. The closed doors on the left and right of the rotunda also have hanging options. There are also a couple large walls in the Library itself that may be used.

Contact Rotunda Gallery Committee Members for additional information:

Norma Hendrix 828-342-6913

Tim Lewis 828-337-3468 (cell)

See application form on following page.

APPLICATION FORM

Submit via to info@jacksoncountyarts.org

or mail to the Jackson County Arts Council Office, 310 Keener St. Sylva, NC 28779

<p>General Information</p>	<p>Name _____ Address: _____ City: _____ _____ State _____ Zip _____ Phone _____ email _____ Website _____</p>
<p>Exhibition Content</p>	<p>Proposed Exhibition Title: Attachment A - Briefly describe your proposed exhibition (no more than 1 page): Attachment B - Brief resume (no more than 1 page) Attachment C - Include 5 jpegs (with the largest dimension being 1200px) of works to be included in the exhibit or a link to a specific body of work on your website, with a clear indication of the work being proposed. DO NOT submit original work! Attachment D - Artist statement that will be posted along with the exhibition.</p>
<p>Physical Details of the Exhibition</p>	<p>Number of objects to be included in the exhibition. Type of objects (i.e., paintings, photos, etc.). Attachment E - Provide a preliminary checklist of items in the exhibition (Include object title, date, medium.) Indicate if work is framed, unframed. Describe the support materials: Is object label copy available? If it is not available see Exhibition Production Timeline for submission deadlines. Are there introductory text panels, graphics or other visuals? Are there education materials for teachers, students, visitors? Attachment F - Please supply samples of labels and other support materials.</p>
<p>Proposed Dates</p>	<p>List, in order, your choices of months for your exhibition. 1. _____ 2. _____ 3. _____</p>
<p>Proposed Public Programs</p>	<p>Will you be available for the opening reception during the Sylva Art Stroll (2nd Friday of the month, May-December ?</p>

