



Federal Way Arts Commission GALLERY PROGRAM 2024

The City of Federal Way Arts Commission is accepting applications for the 2024 Gallery Program. A Committee of the Arts Commission will select artists and determine gallery location for 2024 shows.

LOCATIONS

- The Performing Arts & Event Center (PAEC) Gallery is located at 31510 Pete von Reichbauer Way S. The exhibit area consists of one wall approximately 65 feet in length and 10 feet tall, with a cable and hook display system. How many works of art could be hung at one time depend on size work and if any would be displayed in tandem vertically on the cable. Exhibits in the PAEC Gallery will show for approximately 8 weeks. Artwork will be open to viewing when public events are scheduled in the Events Center, and during box office hours. 10AM-2PM; Monday-Friday; or by appointment.
- Knutzen Family Theatre Gallery is located at 3200 SW Dash Point Road. The exhibit area consists of one wall approximately 53' with cable and hook display system. There is space for 10–15 art works. Exhibits in the Knutzen Theatre Gallery show for approximately twelve weeks. The building is open Monday through Friday from 8:00 a.m.–5:00 p.m. and evenings and weekends when events are scheduled in the theatre.

GALLERY PROGRAM INFORMATION

All work to be shown must be original or reproduction, recent work (within the last two years), not completed under an instructor's guidance, not previously exhibited. The exhibit areas are designed for two-dimensional hanging works.

Artists are encouraged to sell artworks. However, sales are handled privately between the artist and the buyer. The City will provide an exhibit tag for each artwork that lists the artist's name, price of the artwork and contact information of the artist. There is no commission for any sales that occur as a result of the exhibit. All work must remain on display for the duration of the show.

Artists will receive an honorarium upon the departure of the exhibit of \$250. The artist is responsible for transporting their work, and assisting the Arts Commission with the installation and de-installation of the exhibit. All artwork must be ready to hang, ideally with wire. No sawtooth hangers.

Prior to the show the artist is required to sign and have notarized, a Loaned Art agreement and submit a list of art works and their value. A city staff and arts commissioner may arrange for a site visit with selected artist prior to the show to discuss the proposed work. The Arts Commission reserves the right to suggest or require adjustments to an exhibit after it has been hung.

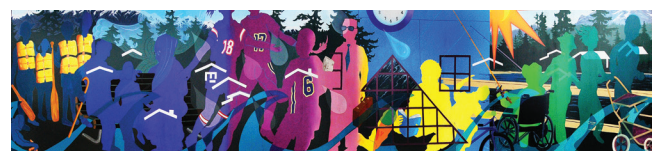
APPLICATION INFORMATION

Application Deadline: November 7, 2023.

(Applications will be reviewed on an ongoing basis if space is available.)

Please complete the Application Form and submit the following supplemental information to Cassie.Swan@cityoffederalway.com:

- The artist application form
- A copy of your resume detailing any visual arts training and/or education and exhibition history.
- An artist biography for media release (only to be used if work is accepted).
- All photos to be on display in the gallery in digital format using wetransfer.com, with accompanying information.
- Artists will be notified in December about the status of the exhibit entry.
- Questions: contact Cassie.Swan@cityoffederalway.com





GALLERY PROGRAM APPLICATION

APPLICANT INFORMATION:

Name: _____

Address: _____

City & State: _____

Work Phone: _____ Home Phone: _____

E-Mail Address: _____

**Be sure to send artwork via digital format to preview*

	ARTWORK TITLE	MEDIUM	SIZE	YEAR	VALUE
1					
2					
3					
4					
5					
6					
7					
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EMAIL TO:

CASSIE.SWAN@CITYOFFEDERALWAY.COM
ARTS & EVENTS COORDINATOR