Xpace Cultural Centre

2-303 Lansdowne Ave
Toronto ON M6K 2W5
416 849 2864
Tuesday-Saturday 12-6
www.xpace.info

SUBMISSION GUIDELINES:

Xpace Cultural Centre accepts proposals of all media from student and emerging artists, curators and/or designers. Exhibitions are selected by our Programming Committee, composed of the Xpace staff, representatives from the OCAD Student Union and an outside member of the Toronto arts community. All selected artists/designers/ collaborators and curators are paid a project fee of CAD $422, and there is no fee to apply. Our annual Open Call covers all exhibition spaces from September 2021 through July 2022.

The 2021-2022 Call for Exhibition Submissions deadline is June 18, 2021 at 11:59 PM

Applicants are asked to provide the following items:

1. **Artist Statement (500 words max)**: The Artist Statement should give a description of your overall practice as it relates to the specific project you are proposing at Xpace.

2. **Project Description (500 words max)**: The project description should give a clear and concrete description of the work you are proposing for installation at Xpace. Please specify which exhibition space you intend the work to be exhibited in. All of our spaces consider site specificity, so please take that into account in your description. If you are a curator proposing a group exhibition for the Main Space, please list confirmed artists (if any) and/or the content of your call for submissions (if you are planning on holding one).

3. **Technical Description and Budget (250 words max)**: The technical description should include a list of all foreseeable technical requirements including equipment and materials necessary for installation within Xpace (this does not include materials to create the work). The Budget should indicate roughly how much your project will cost to install, itemized by category (materials, labour, etc.).

4. **Alternative Presentation Strategies (250 words max)**: Due to the unpredictability of the COVID-19 pandemic, we are asking all applicants to list alternative methods of presenting your proposed project virtually (or otherwise not on site at the gallery) in the event that public health officials require Xpace to be closed to the public by the time of your proposed exhibition opens. Xpace staff will be on hand to support you in the execution of these contingency plans should your proposal be accepted, so we encourage applicants to be creative and experimental! If you would like feedback on any potential ideas you may have please contact Programming Coordinator Philip Leonard Ocampo at philip@xpace.info

5. **Curriculum Vitae (Max 3 pages)**: Your CV should include education and exhibition history, as well as any relevant experience, reviews, etc. Xpace only shows works from emerging artists/curators/designers and/or students. Please note that formal training and education is not mandatory to apply. If you are unsure if you fall within our mandate, please ask.

Mid-career and established artists will not be accepted.

6. **Visual Support Material (5-10)**: Images must be in JPG format. You may include links to video and/or audio files. These should be a maximum of 3-5 minutes in total. If there is a specific portion of a longer video you would like the Programming Committee to watch, please indicate it on your support material list.

7. **Support Material List**: ordered and labeled to match the files given.

If you have any questions about the proposal process that are not outlined in our FAQ below please contact Philip Leonard Ocampo (philip@xpace.info) or Natalie King (natalie@xpace.info), respectively, **before 1pm on June 17th, 2021**. Please note due to high interest we may get to your question within 2-3 days, please plan accordingly. We cannot respond to any last minute requests.

Xpace recognizes the importance of oral culture in the transmission of language, history, knowledge and practice. **We will accept oral submissions for the Call for Exhibitions application**, when accessibility and/or oral culture is relevant to the project or artistic practice. Oral application requests will be evaluated on a case by case basis. If you'd like to request one, please write Alexia (alexia@xpace.info) **at least 10 business days before the application deadline.**

DUE TO HIGH INTEREST, XPACE WILL ONLY ACCEPT SUBMISSIONS RECEIVED THROUGH OUR FORMAL SUBMISSION PROCESS ON SUBMITTABLE AS OUTLINED ABOVE.

THOUGH STAFF IS HAPPY TO PROVIDE FEEDBACK AT ALL MOMENTS OF THE SUBMISSION PROCESS, WE CANNOT RESPOND TO INQUIRIES ASKED THROUGH DIRECT MESSAGE, TEXT OR FACEBOOK MESSENGER. WE ASK THAT APPLICANTS REACH OUT ONLY THROUGH EMAIL.

LATE OR INCOMPLETE SUBMISSIONS WILL <u>NOT</u> BE ACCEPTED.

APPLICANTS WILL BE NOTIFIED WITHIN 3 MONTHS OF THEIR PROPOSAL STATUS. WE LOOK FORWARD TO READING YOUR PROPOSALS AND THANK YOU FOR YOUR INTEREST :)

EXHIBITION SPACES:

WINDOW SPACE

The **Window Space** looks out onto Lansdowne Avenue and is visible 24 hours a day, seven days a week. Works proposed for the Window Space should consider the nature of an exhibition space with 24-hour access, and its location and presence as a window facing out onto the street. Solo or collaborative works may apply. Click <u>here</u> to see the Window Space exhibition archive and floor plan.

As the Window Space is accessible from the street 24/7, the virtine is still able to house exhibitions in the event that public health officials require Xpace to be closed to the public. In the case of provincial reclosing due to COVID-19, Xpace has Health and Safety measures in place that enable the Artists to install their exhibitions safely.

MAIN SPACE

The **Main Space** hosts group exhibitions organized around a connecting theme or idea. You may apply as a curator or as a group of artists. Proposals should emphasize the ways in which the works and artists/designers included present and reinforce the framework proposed by the connecting theme. Curators may apply with works already selected, or with a theme only (please include examples of artists/designers and/or the type of works you are interested in). Click here to see the Main Space exhibition archive and floor plan.

Virtual exhibitions / projects will be prioritized, but we also would like to encourage applicants to think creatively about how the physical space may still be used in conjunction with virtual platforms in an experimental way. Xpace staff will be on hand to support you in the execution of these hybrid components should your proposal be accepted. If you would like feedback on any potential ideas you may have please contact Programming Coordinator Natalie King at natalie@xpace.info

PROJECT SPACE

The **Project Space** is intended for installation-based practices. Submissions that emphasize experimentation and take into account site-specificity will be given priority. Solo or collaborative works may apply. Click here to see the Project Space exhibition archive and floor plan.

Additionally, due to the unpredictability of the COVID-19 pandemic, we are asking all applicants to list alternative methods of presenting your proposed project virtually (or otherwise not on site at the gallery) in the event that public health officials require Xpace to be closed to the public by the time of your proposed exhibition opens. Xpace staff will be on hand to support you in the execution of these contingency plans should your proposal be accepted, so we encourage applicants to be creative and experimental. If you would like feedback on any potential ideas you may have please contact Programming Coordinator Philip Leonard Ocampo at philip@xpace.info

EXTERNAL SPACE

The **External Space** is a multi site space hosted online on our website and Vimeo page, as well as on-site in the gallery. The External Space offers opportunities for single channel media based works, with an emphasis on video and animation.

FAQ (FREQUENTLY ASKED QUESTIONS)

1. Eligibility
2. Gallery Logistics
3. Proposal Writing + Feedback
4. Oral Applications

1. <u>ELIGIBILITY</u>

What is Xpace Cultural Centre's definition of "emerging"?

Xpace Cultural Centre's definition of "emerging" encompasses few restrictions. We do not define emerging artists by age, formal education or set number of years out of school. As long as applicants do not have extensive experience with opportunities in museums or large arts institutions, they are eligible to exhibit with us.

No previous exhibition history or education is required to submit.

Do I have to be a current OCAD University student or alumni to exhibit with Xpace?

No. Though Xpace Cultural Centre is partially funded by the OCAD Student Union, Xpace is a separate organization that encourages the cross collaboration of OCAD U students / alumni and artists who are not affiliated with the university. As long as you identify as an "emerging" artist you are welcome to exhibit with us! We are not affiliated with OCAD University or the OCAD University gallery system.

What constitutes an artist being a member of a marginalized community?

Xpace prioritizes submissions from applicants who are Indigenous, Black, people of color, women, 2SLGBTQ+, people with disabilities, and/or are members of other marginalized groups. For more information about these communities, please visit this <u>informative resource put together by our friends over at The Margin of Eras Gallery</u>.

2. <u>GALLERY LOGISTICS</u>

Are there any physical limitations of Xpace's gallery spaces?

- Due to structural/spatial limitations, objects cannot be hung from the ceiling.

- No fire or highly flammable materials are permitted in the gallery

- No scents or materials that are highly fragrant are permitted in the gallery.

- No weapons, sharp or hazardous objects are permitted in the gallery.

- No food or non perishable items that can attract rodents/insects or that have the ability to rot are permitted in the gallery.

- For proposals involving large objects, please ensure that it can fit through our front or back doors which are both 34 inches tall and 8' feet tall.

- Vinyl on the floor and on the interior of our Window Space is accepted, but no drilling or painting of the floors is permitted.

- Xpace has track lighting, in which more or less light may be added or removed to compliment at the artist / curator's request.

Does Xpace have any space measurements, floor plans or templates for use?

- Yes! Please visit http://www.xpace.info/resources/ to access PDFs that include: gallery floor plans, measurements and photos of our Main, Window and Project spaces.

Can my proposed project involve food, plant life and/or other organic materials?

- Food materials are not permitted in the gallery.

- Plant life is permitted in the gallery, but due to the absence of natural light in the space, all plant objects will require grow lights or other means of keeping it alive during an extended exhibition run.

Can my proposed project involve live interaction or contributions from the general public?

- Projects of this nature are permitted, as long as applicants provide a logistical plan for how to supervise, facilitate and/or manage live interactions. Xpace staff will help facilitate this, but please keep in mind that this may be additional labour for our programming team. Please keep in mind due to the COVID-19 pandemic, we cannot have more than 5 people gather within the gallery space, ideas for outdoor projects are welcome as long as physical distancing guidelines are followed.

Can Xpace have the technical equipment needed for my proposed project?

- Xpace Cultural Centre has a selection of media equipment to choose from, however please check in with programming coordinator Philip Leonard Ocampo at philip@xpace.info prior to your application. Should Xpace not have the equipment needed for a proposal, please provide places to rent / source the needed equipment in your submission.

Is there anything about the Main Space I should know before submitting?

- You may apply as a curator of a group exhibition (4 - 5 artists max) or as an artist collective or group of artists (3-5 participants max).

- Curators may apply with works already selected, or with a theme only (please include examples of artists/designers and/or the type of works you are interested in). If selected, curators are given the option of hosting a call for submissions specifically for their exhibition.

- Xpace advises against placing artworks involving projections close to the entrance, as residual sunlight from the Window Space will dilute the projected image.

- Main Space curators are required to organize an additional piece of additional programming, so we encourage applicants to think of new and exciting ways to activate your proposed exhibition through public programming. All participants will also be paid fees in accordance with CARFAC minimum fee schedule. Any

workshop / event in conjunction with a Main Space exhibition will be hosted online via Zoom.

- For the 2021 / 2022 programming year, virtual exhibitions / projects will be prioritized, but we also would like to encourage applicants to think creatively about how the physical space may still be used in conjunction with virtual platforms in an experimental way. Xpace staff will be on hand to support you in the execution of these hybrid components should your proposal be accepted. If you would like feedback on any potential ideas you may have please contact Programming Coordinator Natalie King at natalie@xpace.info

Is there anything about the Window Space I should know before submitting?

- Works proposed for the Window Space should consider the nature of an exhibition space with 24-hour, 7 days a week access, and its location and presence as a window facing out onto the street.

- Solo or collaborative works may apply.

- Artists are allowed to paint the walls and the floor of the space, as long as they commit to restoring it to its original state during designated de-install times.

- Artists are allowed to paint on or otherwise utilize the interior of the window glass, as long as they commit to restoring it to its original state during designated de-install times.

- Projects involving plant life are most successful here.

- Printed images and artworks using pencil crayon used in previous exhibitions have been known to fade a bit during the show run.

- Monitors and digital screens are not permitted in the Window Space as images are near imperceptible in the sunlight.

- As the Window Space is accessible from the street 24/7, the virtine is able to house exhibitions in the event that public health officials require Xpace to be

closed to the public. In the case of provincial reclosing due to COVID-19, Xpace has Health and Safety measures in place that enable Artists to install their exhibition safely.

Is there anything about the Project Space I should know before submitting?

- Submissions that emphasize experimentation and take into account site-specificity will be given priority.

- Solo or collaborative works may apply.

- Projects involving plant life are not successful here, as the Project Space is located at the back of the gallery and receives less natural light.

- Artists are allowed to paint the walls of the space, as long as they commit to restoring it to its original state during designated de-install times.

- For the 2021/ 2022 Programming year, due to the unpredictability of the COVID-19 pandemic, we are asking all applicants to list alternative methods of presenting your proposed project virtually (or otherwise not on site at the gallery) in the event that public health officials require Xpace to be closed to the public by the time of your proposed exhibition opens. Xpace staff will be on hand to support you in the execution of these contingency plans should your proposal be accepted, so we encourage applicants to be creative and experimental! If you would like feedback on any potential ideas you may have please contact Programming Coordinator Natalie King at natalie@xpace.info

Is there anything about the External Space I should know before submitting?

- The External Space is a three site space located on OCAD University Campus in the Learning Zone, hosted online on our website and Youtube page, as well as on-site in the gallery.

- The External Space offers opportunities for single channel media based works, with an emphasis on video and animation.

- Submissions that seek to make creative / experimental use of a multi site exhibition format will be given priority.

Can you cover transportation or shipping costs?

Unfortunately, Xpace does not have the funds to assist in the transportation of artworks. However, we can assist successful applicants in sourcing external funding to support this.

3. <u>PROPOSAL WRITING</u>

Can I submit multiple proposals?

Yes, applicants may submit multiple exhibition proposals. However, the programming committee may only accept one proposal into our programming year.

Do my Artist Statement and Project Description have to be formally written or can it be poetic?

Submissions may be freer in form as long as the language used is accessible and can be clearly understood by the programming committee. Please keep in mind that you are introducing yourself to an uninitiated audience!

Where can I receive feedback for my submission?

Xpace will be hosting a proposal writing workshop (**DATE TBA**) before the submission deadline. Xpace staff will lead the workshop, giving participants information about what constitutes a successful submission. There will be a Q&A and opportunities for 1 on 1 meetings at the end of the session.

If you are unable to make it to the workshop, you may request feedback from either programming coordinators Natalie King (natalie@xpace.info) or Philip Leonard Ocampo (philip@xpace.info) at any point in the application process **before 1PM on June 17th, 2020.**

We cannot respond to inquiries asked through direct message, text or Facebook messenger. We ask that niquiries be sent to us via email ONLY.

4. <u>ORAL APPLICATIONS</u>

Can I submit an oral application instead of a written proposal?

Yes. Xpace recognizes the importance of oral culture in the transmission of language, history, knowledge and practice. **We will accept oral submissions for the Call for Exhibitions application**, when accessibility and/or oral culture is relevant to the project or artistic practice. This can be recorded if the person would like for additional Programming Committee members to review, although this is not mandatory.

Oral application requests will be evaluated on a case by case basis. If you'd like to request one, please write Alexia (alexia@xpace.info) **at least 10 business days before the application deadline.**

We will schedule a phone or video call to go through the application questions orally.