



# Albuquerque Museum Community History Exhibition Proposal

Bringing together the communities of  
Albuquerque

Albuquerque Museum invites community members to propose exhibits for public display. These exhibits will serve as a means by which the people of Albuquerque might explore our past, the issues that make up our present, and stories that impact our future.

(rev. 7/5/2016)



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# Exhibition Proposal Application

## *William A. and Loretta Barrett*

### *Keleher Gallery*

#### **Getting Started:**

All are welcomed to propose a new Community History or Contemporary Issues exhibit at the Albuquerque Museum!

As you get started with this process, we encourage you to first check with the Curator of History or Assistant Curator of History to determine if there is an appropriate space and funding available during your desired time-frame. Proposals for exhibitions that will use gallery space need to be submitted at least six (6) months in advance. Also remember that collections loaned by a guest curator will be credited anonymously.

#### **Some important preliminaries to keep in mind:**

**Possible Changes:** The Keleher Gallery Review Panel, a panel of museum staff, community members and scholars, will review, approve, and schedule proposals. The Review Panel may suggest changes to theme and content to help your exhibit blend with the mission and theme of the Museum.

**Research:** Research your artifacts and their availability thoroughly. All displays must be made up of *original* artifacts. Use of reproductions will not be considered unless original items are unavailable. If reproductions are used, they can only constitute 5% of the artifacts on display. Enough three-dimensional artifacts must be available to create a well-rounded, complete exhibit that is, above all, interesting to the general public. The one exception to this concerns displays of historical photographic materials.

**Non-Profit Only:** All exhibition proposals must be free of connections to commercial galleries, private marketing, or any other endeavors that are designed to earn a profit. If you aren't sure, ask one of our curators.

**Approval Process:** If you are an artist or art dealer and wish to curate an exhibition of your work or that of a single or multiple artists, you must apply to the Department of Art to submit a proposal. Art exhibit proposals will be subject to review by the Museum's Exhibition Committee and, in some cases, by the Board of Trustees and/or the Albuquerque Museum Foundation. This

approval process does not apply to any exhibitions in which the Museum itself is selling works of art as part of a regional or periodic juried show.

**Ethics:** If you are a guest curator, be sure to become familiar with the AAM code of ethics. You will be expected to abide by this code and to refrain from collecting in competition with the Albuquerque Museum for the duration of the project. Remember that the Albuquerque Museum will not fund research projects leading to an exhibition.

**Duration:** Typically, history exhibits in the Keleher Gallery last for six months. The Review Committee works with the applicants to determine budgeting and scheduling.

**Important Note!**

If your proposal receives the approval of the Review Panel, you or your organization are responsible for: all of the research for publications and exhibits; the location of artifacts that include firm agreements that secure the loan; writing labels according to the Museum's specifications; developing grants or associated literature, and suggesting related programs. Your organization is responsible for securing written permissions to use copyrighted material for the exhibition and any related digital use for advertising and programming.

Once the Review Panel has given your proposal its approval, the Museum staff will take care of all bids and contracts for services, exhibition loans, artifact shipping, insurance, graphics, and public relations. If the Review Panel approves your exhibit, the Museum staff will help you craft any grant proposal that may be required. The Albuquerque Museum Foundation will then receive the proposal. You must notify that Museum Foundation in advance of proposals to seek corporate funds. This is to prevent the proposal from competing with other Foundation sponsorships.

The author(s) and the Albuquerque Museum will hold the copyright jointly for any written and/or audiovisual education materials produced for your exhibition. Submit final electronic versions of exhibition texts, images, and oral histories for your exhibit to the Curator of History or Associate Curator of History upon the opening of the exhibit.

Signature\_\_\_\_\_ Date\_\_\_\_\_

# **Application Form**

## **Contact Information**

Your Contact Information:

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EMAIL \_\_\_\_\_

Your Institutional Affiliation:

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WEB ADDRESS \_\_\_\_\_

EMAIL: \_\_\_\_\_

**Form 1: General Exhibit Information:**

Is this exhibit: Community History\_\_ or Contemporary Issues\_\_?

What are your supplemental source(s) of funding?\_\_\_\_\_

Please provide a brief synopsis of the exhibit theme:

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How will the exhibition enhance the museum experience? What audiences do you hope to reach?

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Please describe the artifacts, photographs and graphics that you will be using for the exhibit:\_\_\_\_\_

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What kinds of community programs do you envision for the exhibit?:\_\_\_\_\_

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## **Form 2: Exhibit Scheduling**

**Typically, exhibits are displayed for six (6) months. The most usual time-frames are from March to September, and then again from September through March. Another way of saying this is that there are two exhibits per year. Community History exhibits alternate with Contemporary Issues exhibits.**

**What month and year would like the exhibit to open:**

March\_\_\_\_ September\_\_\_\_ 2016\_\_\_\_ 2017\_\_\_\_ 2018\_\_\_\_

**If these dates are not available, please provide an alternate:**

Open\_\_\_\_\_

Close\_\_\_\_\_

**Form 4: Special Needs**

**Will you need:**

**Digital Technology:**

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**Matting or Framing (please provide the number of pieces)**\_\_\_\_\_

**Special Mounts (please provide a description)**\_\_\_\_\_

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**Special Handling?**\_\_\_\_\_

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**Special Shipping?**\_\_\_\_\_

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**Approximate total insurance value of your materials?**\_\_\_\_\_

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## **Form 5: Additional Information:**

**These must be completed before the proposal can receive consideration from the Curators' Committee!**

**Please attach separate sheets providing:**

- 1) A detailed outline of the interpretive sections of the exhibition and which pieces fall within each section
  
- 2) Lists of all potential collaborators and lenders, as well as their contact information. This should include their addresses, emails, phone numbers, and a complete list of the proposed pieces with the sizes of the works of art (HxWxD). Tell us what medium applies to each piece of art.
  
- 3) Any other information that would assist in properly displaying your exhibition, i.e. description of all special graphics required, as well as all audiovisual program materials that you will make available.

**Please return the completed form to:**

Deb Slaney, Curator of History  
Albuquerque Museum  
2000 Mountain Rd. NW  
Albuquerque, NM 87104  
dslaney@cabq.gov  
Phone: 505-764-6514  
Fax: 505-764-6546



**Additional Information Sheet 1:**

**A detailed outline of the interpretive sections of the exhibition and which pieces fall within each section**

**Additional Information Sheet 2:**

**Lists of all potential collaborators and lenders, as well as their complete contact information.**

**Additional Information Sheet 3: Description of all special graphics required, as well as all audiovisual program materials that you will make available.**