

Curatorial Submission Checklist

Submission Deadline: Friday, March 11, 2022, 11:59 p.m. (ET) | [View Call for Proposals](#)

Below is a list of items and information you will need to complete the [submission form](#).

- CV or resume** uploaded as one document, inclusive of (but not limited to):
 - contact information (i.e., name, phone number, mailing address, email, website)
 - previous relevant curatorial experiences and education
 - links to examples of previous exhibitions (e.g., images, writing, media coverage)

- Working title** for the exhibition

- 300–500-word letter of intent** describing your:
 - proposed exhibition, demonstrating strength and uniqueness of concept
 - interest in this project and alignment to the goal of highlighting and celebrating the vast talents of Ohio's professional artists
 - curatorial perspective and reasoning behind why your proposal is a good choice for the OAC Riffe Gallery

- A tentative list of 10 artists** in your exhibition that represents the best and most realistic artists under consideration, inclusive of (but not limited to):
 - all proposed artists' names, websites, and cities of residence
 - at least one artwork image for each of the proposed artists, and links to works by the artists, representative of what you are looking to include, with a maximum of 20 images total
 - ▶ naming convention: *LastName_TitleOfArtWork.jpeg*
 - ▶ formatted to: 300 DPI
 - ▶ max size: 2,000 KB
 - ▶ accepted file types: pdf, jpg, jpeg, png

If additional context is helpful in supporting your proposal, the notes portion of the online form is a great space to share details on the work you are proposing (materials, size, etc.)

- References**, inclusive of three (3) professional references who have detailed knowledge of your curatorial ethos and working methods. For each reference, please include their respective name, organization, address, telephone number, and email address, as well as a brief statement (one or two sentences) on how you know them.

CONTACT

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