



Office of Partnerships
Career Development Services
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OBTAINING OPPORTUNITIES IN THE ARTS

Get Connected...

To start exhibiting, you need to get and stay connected to other artists, gallery dealers, curators and other professionals in the arts. There are lots of ways to research and connect with the local, national and international art scene. You can start by visiting local galleries, obtaining an internship, participating in department trips and attending art openings. Educate yourself by reading publications, books, and online publications with art listings and reviews. If you get connected to the local art scene, you will learn more about the different types of galleries and opportunities. Becoming a member of an arts organization, student group, discussion group, artist collective, non-profit gallery, or art museum is another great way to get connected to people, resources and information. You can also connect with the arts community through blogs, forums and chat rooms. Be supportive of the community and in turn they will be supportive of you.

Where do I Look?

Where can you find these opportunities? The Career Service office is here to help. We have an online Job Book where we post art and design opportunities for students and alumni. We also have subscriptions to Art Deadlines (posts competitions, grants, exhibition, internships, residencies etc.) and Graduate Jobs where you can find internship and job opportunities in the arts. Students and alumni can contact our office for the user names and passwords. Many of these opportunities will also be posted on the Job Book.

Internships can be a great way to connect with galleries, artists, dealers, collectors and the art scene. Whether you are at a non-profit gallery or a large museum, you can gain valuable insight and experience into different aspects of the art world. Nonprofit galleries are almost always looking for volunteers or interns. Unfortunately, these positions will often be unpaid but they can be great experience and help you develop relationships which can lead to exhibition and other types of artistic opportunities. Museums also have internships in various fields. Again, many of these are unpaid but there are exceptions, some may provide interns with a stipend and/or scholarship money, other may be paid. Commercial galleries may also have internships available. Check out the online Job Book for internship postings (NOTE: students must have a Portfolio Approval Form signed to view internships on the Job Book). You can also research internship opportunities by going to museum/gallery websites.

Internships can also be posted on job search sites. The Career Development Handshake website contains links to art and design job search sites, grant information, competitions, fellowships, copyright information, gallery listings, professional organizations, self-promotion and more. Visit CCS on Handshake:

<https://collegeforcreativestudies.joinhandshake.com/>

Start Local...

CCS is located in the heart of Detroit. There are some great galleries within walking distance from campus: **Detroit Institute of Arts, Detroit Artists Market, University of Michigan's Work:**

Detroit Gallery, Elaine Jacobs and Community Arts Galleries at Wayne State University and **MO-CAD**. On-campus we have the **CCS Center Galleries** and **U245 Gallery**. There are many other galleries located in Detroit and nearby cities. Check out local bog sites such as **The Detroitier (www.thedetroitier.com)** for listings and locations. **Art Detroit Now** also has gallery listings with links to galleries in the Metro Detroit Area and beyond. Go to: **www.artdetroitnow.com** and click on Metro-Detroit Galleries to learn more. Many Michigan universities and colleges have exhibitions and visiting artist lectures. In addition to the **Woodward Lecture Series** presented by CCS, notable artist lecture series are done through **University of Michigan (Distinguished Visitors Program)**, **Cranbrook Art Museum**, the **Detroit Institute of Arts** and **Oakland University Art Gallery**. Check out their websites for schedules and more information.

Attend/Participate in Conferences and Workshops

Conferences are another way to meet artists, gallery directors, curators, professors, instructors and other professionals in the arts. These relationships you build could one day help you sell your work, get gallery representation, a residency or a job. Attending conferences or speaking at a conference allows you to put yourself and your work out there, get informed about current issues and trends in the arts and stay connected to the art world. Through lectures, presentations, artist talks, discussions and workshops you can share ideas and get feedback about your work while you are creating new opportunities.

The College of Art Association holds an annual conference for professionals in the Visual Arts. Each year, thousands of artists, art historians, museum directors and curators, arts administrators, scholars, and educators attend this conference. For more information, visit their website: **www.collegeart.org**. This is just one of many conferences you may be interested in attending. Ask your professors, other artists and industry professionals if they have attended any conferences or workshops and what their experience was like.

Obtain an Artists' Residency

It is often a struggle for emerging artists to find time and money to make work after graduating. Artists' residencies (also called communities, colonies, retreats, workspaces, and studio collectives) can provide you the time and space to make your work. Residencies can vary from a week to a year. Residencies can be found in urban or rural areas, serving one artist at a time or 50. Some support one artistic genre while many are interdisciplinary, welcoming visual artists, writers, composers, choreographers, scholars and other creative individuals. There are programs that are active centers for public programs and others that offer solitude and retreat. Many provide room and board as a home-away-from-home; others offer not a place to live, but a community for local artists in which to work and be supported in the creation of new art. Career Development has a current list of Artist's Residencies open to emerging artists. We also have a selection of brochures and informational materials including a book with information on Artist Communities in the United States available in the office.

Participate in Art or Craft Fairs/Festivals

Art or Craft Fairs and Festivals are great places to sell your work, get exposure and get connected to various arts communities. Awards and prizes are often awarded and it is a great place where established artists, undiscovered talents and innovative students sell their work directly to the public. You also have the opportunity to make lasting connections with art dealers and collectors.

Commercial vs. Non-Profit Galleries

Commercial galleries already have an established roster of artists. Non-profit galleries will have juried shows. Most non profits will take between 30-40% of your earnings, while commercial galleries will take between 60-70% and higher. Applying to juried exhibitions is a great way to start getting your name out there and developing your portfolio. Participating in local, national and international exhibitions will help you build up your CV and create connections. Inviting curators, dealers, gallery

directors and art consultants to see your work at these shows, participating in art fairs and continuing to show and sell work will help you develop your marketing and interpersonal skills which are essential for breaking into the commercial gallery world. A commercial gallery or dealer wants to select artists that they know will draw patrons to their exhibitions. They want to be sure that they will be able to sell your work. Awards, shows, exhibitions and publications about your work are key in commercial galleries...you need to have press!

Keep track of any exhibitions, articles, publications, workshops you conducted or participated in, courses you taught, artist lectures you gave and any other professional experience that should be included on your CV. Keep copies of articles, catalogues and publications so they will be easy to cite on a CV or include photocopies in an application. This is an on-going process that you will continue throughout your career.

Applying...

When applying to exhibits, internship, residencies or other opportunities, remember to read the submission requirements carefully and do your research! Putting an application together takes time and effort. You don't want to waste your time, money and resources. Make sure that you are applying to the right types of opportunities. What are your long and short term career and artistic goals? What types of experiences/exhibits will assist you in reaching your goals? How are you going to support your artistic career when you finish school? What experiences do you want to have on your resume/CV by the time you graduate? If you are applying to exhibitions: what type of work does the gallery exhibit? Where do you want to exhibit? Are you submitting to juried, solo or group exhibitions?

Find out how to submit. Different galleries will have different requirements. Make sure your submission opens on PC and MAC and that your images are saved at a high resolution (300 dpi or higher). Always make sure that the images are sized correctly and are in a format that is easy to scroll through. A PDF of your portfolio (should be under 3MB if uploading onto Job Book), Jpegs or a PowerPoint slideshow on a CD are commonly accepted. Make sure the file size is manageable as well. If you are emailing images, there will often be restrictions on resolution, size of image and file size. Make sure you follow the requirements and follow-up to make sure the submission was received. If you need technical help with software or reducing file sizes, contact the Student Success Center at CCS.

Ask other artists, professionals, mentors, instructors or Career Development to review your submission materials. Getting feedback from others can only make your application stronger.

Usually required for submission:

- Images (Digital submission on CD or through email)*
- Image List (title, date, medium, materials, dimensions)
- CV or Artists' Resume
- Bio
- Artist Statement
- SASE to get images back

Remember to label and order your image files or slides properly so that they correspond with your Image list. You should always back up images of your work.

* *Note:* Slides may be required for some applications but almost all galleries/organizations now require digital submissions.

When shooting your artwork, use the best possible lighting and equipment. Think about how the image conveys the piece. Include detail and installation shots if necessary. If the work is 3D, multimedia, an installation or performance piece, you may want to have some shots of the work installed in a gallery with someone viewing it to show how the viewer interacts with the piece and to give a sense

of scale. If the work is interactive, performance-based or multi-media, you may also want to include a DVD in addition to your images. Always double check submission requirements before sending your work!

Label all your pieces if they are being showcased in a gallery. Include which side is up on the piece and installation instructions or photos if applicable. Artwork should be properly packaged or crated when shipped to a gallery. Archive all of your work and keep it packaged and stored safely.

Artists' Resume/CV

Keep a CV and an artists' resume. You may have a long CV and a short CV. The long CV should contain all of the relevant information you have. The short CV should be two pages containing your contact information, education, and selections from your exhibition and professional experience sections. Edit your long CV and put down the most important information. You may also include residencies and awards, grants or fellowships. If you are a student or an emerging artist, you may only be one or two pages, in this case you do not need to have a 'long' and 'short' version. Keep your resume simple, clear and concise. See our Resume Guide and Curriculum Vitae Guide for more details and examples.

Education:

- College or University: be sure to put down the name of your degree, year received or expected, name of educational institution, city, state, as well as your major. You may also list area(s) of specialization.
- Certifications

Note: A Bachelor of Arts (BA) is different from a Bachelor of Fine Arts (BFA). CCS offers **BFA** degrees.

Professional Experience:

- Any professional experience that is art related
- Volunteer Opportunities (galleries and non profits)
- Committee/Board Member
- Internships/Apprenticeships /Assistantships
- Teaching Opportunities
- Workshops
- If you have curated an exhibition or been a juror
- Jobs or freelance experience that is art-related
- Residencies

Exhibitions:

- List show title, date, name of gallery, city, state and country (if outside US)
- Indicate if the show was a Solo or Group Exhibition. You can divide this section into Solo Exhibitions and Group or Selected Exhibitions.
- Indicate if the exhibition was:
 - Curated
 - Two-person
 - Juried
 - Invitational

Note: If you have not participated in many exhibitions you do not need sub-sections. You can indicate if show are juried or curated, solo, group or two-person etc. in brackets after the exhibition information. See our Resume or CV Guide for examples.

Honors, Grants or Fellowships:

List the name of the award/grant/scholarship or fellowship, year(s) received, who awarded it/name of institution and location. You may also want to include a brief explanation of why it was awarded.

Bibliography:

Any press about your work (reviews, artist features) or publication where your work has been published such as: magazines, catalogues, books, on-line publications etc. See CV Guide for examples and formatting.

Collections (list anyone who has bought your work more than once):

- Corporate
- Individuals
- Artist Bio
- Your Bio is used for press, publications, and print material to advertise a show.
- Use third person (he, she, etc).
- Keep it to one paragraph.
- Only art related info should be included, where you went to school, shows you've been in, etc.
- Tailor it to a certain show/audience.
- Look on book sleeves for examples.
- Have someone read it and make sure it is understandable.
- Bios often turn into press releases.
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Note: You may have someone else write your bio for you. Just make sure you approve it and that all statements are accurate.

Artist Statement

Start by answering 4 basic questions:

- Who are you?
- What do you do?
- How do you do it?
- Why do you do it?

If you are having trouble getting started, jot down some notes rather than trying to write out sentences. What inspires your work? What materials do you use and why? What artists or experiences have influenced your work?

Once you have some points down, start connecting your thoughts and ideas and start formulating sentences. Use descriptive words that will paint a picture in the reader's mind of what you do, how and why.

Remember:

- Use first person (I, me, my).
- Keep it to one page.
- See our professional packet handout for some sample artist statements