

## THE GALLERY

### Museum of Contemporary Craft

724 NW Davis Street, Portland, OR 97209

[Gallery@MuseumofContemporaryCraft.org](mailto:Gallery@MuseumofContemporaryCraft.org)

Tel: 503.546.2654

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Hours: Tuesday-Sunday, 11AM-6PM; Thursday 11AM-8PM

## SUBMISSION PROCEDURE – New Artist Representation

The Gallery at Museum of Contemporary Craft represents approximately 150 craft artists from across North America. The mission of The Gallery is to broaden appreciation of craft by featuring the very best works in each of the five traditional craft media (ceramics, fiber, glass, metal and wood) or using craft techniques, while providing financial support for Museum of Contemporary Craft and its artists. The Gallery operates on a consignment basis, paying the artist immediately following the month of the sale. The artist receives a 50% commission on the retail price of each piece.

A rotating jury comprised of professional artists, craftspeople, collectors, educators, Gallery staff and other art specialists reviews work submitted for entry into The Gallery. **The jury meets as needed, once or twice a year.** Results are mailed the month following the jury. The Gallery Director reserves the right to pre-screen any submissions deemed not to fit the mission and scope of The Gallery. Artists are also found through national and international shows and exhibitions. Space is limited.

Upon selection by the jury, all artists enter a one-year consignment contract with The Gallery, after which time the relationship will be evaluated and continued if desired by both parties.

To have your work considered for a new consignment relationship, please submit the following materials.

- ✓ Cover letter stating your interest in representation by The Gallery
- ✓ Current resume, Artist/Process Statement and Bio
- ✓ 6-10 digital images on CD, saved in jpg or tif format, at least 300dpi at 3". Images must be saved with the following file name format: medium\_lastname\_firstname\_image#.jpg(or.tif).  
Example: ceramic\_doe\_john\_01.jpg
- ✓ Numbered image inventory including titles, dimensions, media, and retail prices for each image
- ✓ SASE for return of materials

#### Additional Guidelines:

- Incomplete materials, or those supplied without adequate return postage and SASE will not be returned to the artist
- Artists wishing to submit work in more than one medium or form (for example, jewelry and hollowware) should submit a separate packet for each
- Artists submitting for a second time are encouraged to wait a year before reapplying
- The Gallery hosts 3-4 seasonal shows per year, including a Spring/Garden show and a Holiday show. The review process for these short-term shows is separate from consignment reviews. For information on applying for seasonal shows in The Gallery, visit the Opportunities page of our web site ([www.MuseumofContemporaryCraft.org](http://www.MuseumofContemporaryCraft.org)), where any open calls for entry will be posted.

Thank you for your interest in The Gallery at Museum of Contemporary Craft. We look forward to reviewing your submission.