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# Professional Practices for Fine Artists

October 22, 2024

## OVERVIEW

These are my methods for sourcing and navigating opportunities as a painter & sculptor, creating artist materials and project management specific to my experience with solo exhibitions, mixed media installation and murals.

## TOPICS

1. Sourcing and Navigating Leads
  - a. What is right for you
  - b. How to stay organized
2. Artist Materials
  - a. Artist Statement, Bio, CV
  - b. Creating Exhibition Proposals
  - c. Creating Mural Proposals
  - d. Creating Artists Brochures for collectors and industry
3. Managing Projects
  - a. Murals
  - b. Exhibitions

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## SOURING AND NAVIGATING LEADS

## 1. Submission Spreadsheet Template

Artist Resources: Submissions and Opportunities

File Edit View Insert Format Data Tools Extensions Help

100% 123 Default... 10 B I A

|    | A          | B  | C                    | D                       | E                   | F   | G                     | H       | I    | J                  | K          |
|----|------------|--|----------------------|-------------------------|---------------------|---|-----------------------|---------|------|--------------------|------------|
|    | Deadline   | Name                                       | Entity               | Opportunity             | Location            | Submission Link   | Submission Guidelines | To-Do's | Fee  | Date of Submission | Other Info |
| 2  | 10/25/2024 | Public Art Projects                        | City of San Antonio  | Public Art PreQual List | San Antonio, TX     | <a href="https://www.sa.gov">https://www.sa.gov</a>                 |                       |         |      |                    |            |
| 3  | 10/31/2024 | Call For Women Artists: A Create! Magazine |                      | Open Call Publication   | Philly              | <a href="https://createmagazine.org">https://createmagazine.org</a> |                       |         |      |                    |            |
| 4  | 11/1/2024  | Wave Hill                                  | Wave Hill            | Gallery                 | Bronx, NY           | <a href="https://www.wavehill.org">https://www.wavehill.org</a>     |                       |         |      |                    |            |
| 5  | 11/23/2024 | Sacred Motherhood                          | Woman Made           | Gallery                 | Chicago, IL         | <a href="https://womanmade.org">https://womanmade.org</a>           |                       |         | \$35 |                    |            |
| 6  | 12/1/2024  | Greater Denton Arts Cour Materials: H&S    |                      | Juried group exhibition | Denton, TX          | <a href="https://dentonarts.org">https://dentonarts.org</a>         |                       |         | \$30 |                    |            |
| 7  | 12/31/2024 | Free Blog Submissions 2t Create! Magazine  |                      | Blog                    | Philly              | <a href="https://createmagazine.org">https://createmagazine.org</a> |                       |         | 35   |                    |            |
| 8  | open       | K Space Contemporary                       | K Space Contemporary | Solo Exhibition         | Corpus Christie, TX | <a href="https://www.kspace.org">https://www.kspace.org</a>         |                       |         |      |                    |            |
| 9  |            |  |                      |                         |                     |   |                       |         |      |                    |            |
| 10 |            |  |                      |                         |                     |   |                       |         |      |                    |            |
| 11 |            |  |                      |                         |                     |   |                       |         |      |                    |            |
| 12 |            |  |                      |                         |                     |   |                       |         |      |                    |            |
| 13 |            |  |                      |                         |                     |   |                       |         |      |                    |            |
| 14 |            |  |                      |                         |                     |   |                       |         |      |                    |            |
| 15 |            |  |                      |                         |                     |   |                       |         |      |                    |            |
| 16 |            |  |                      |                         |                     |   |                       |         |      |                    |            |
| 17 |            |  |                      |                         |                     |   |                       |         |      |                    |            |
| 18 |            |  |                      |                         |                     |   |                       |         |      |                    |            |
| 19 |            |  |                      |                         |                     |   |                       |         |      |                    |            |
| 20 |            |  |                      |                         |                     |   |                       |         |      |                    |            |
| 21 |            |  |                      |                         |                     |   |                       |         |      |                    |            |
| 22 |            |  |                      |                         |                     |   |                       |         |      |                    |            |
| 23 |            |  |                      |                         |                     |   |                       |         |      |                    |            |
| 24 |            |  |                      |                         |                     |   |                       |         |      |                    |            |
| 25 |            |  |                      |                         |                     |   |                       |         |      |                    |            |
| 26 |            |  |                      |                         |                     |   |                       |         |      |                    |            |
| 27 |            |  |                      |                         |                     |   |                       |         |      |                    |            |
| 28 |            |  |                      |                         |                     |   |                       |         |      |                    |            |

+ New Priority Deadlined Calls Galleries Art Advisory / Consult Selling Platforms & Mngement Tools Open Call / Opportunity Board

### 1. What is right for you?

- Stage in career, medium, size of work, archivalness, price points, what kind of work you create and the company of other artists.
- Do you have time?
- Logistics: packaging & shipping/transportation costs, installing your work (instructions, templates and hardware)

### 2. Sourcing and Navigating opportunities

- Open call boards
  - Pubic Art, Grants...Group shows
    - Group Shows: A way to get in front of curators who do not accept unsolicited submissions
    - Publications & Catalogs
    - Public Art Pre Qual Lists and Procurement Opportunities
    - Selling Platforms
  - Art Advisory Firms
  - Networking: Interior Design Groups
  - Instagram Galleries that fit with your aesthetic, content, price points and career stage
    - Look at their artists CV's and see where they show
    - Do those galleries accept unsolicited submissions?

# ARTIST MATERIALS

## ARTIST STATEMENT

- Start with a few sentences as a general introduction to your work or a specific project and then go into detail about those themes and materials.
- Revise regularly and have multiple versions of your statements to cater to different audiences and opportunities
- Keep it simple so that all kinds of people can understand what kind of work you create and what your work is about

## ARTIST BIO

Bio should be concise and include:

- Where you are based out of
- Medium(s) and technique
- Background and Influences
- Shows and grants you want to highlight

## CV

2024 Resetting The Pace, East Fork Gallery, [TCC East Fork Campus](#), Fort Worth, TX

1. Selected Group and Solo Exhibitions
2. Publications
3. Public Works
4. Awards and Grants
5. Relevant Work Experience
6. Education

## CREATING PROPOSALS

*Pages or just a Google doc are fine*



### 1. Exhibitions

- a. Your contact info
- b. The show concept

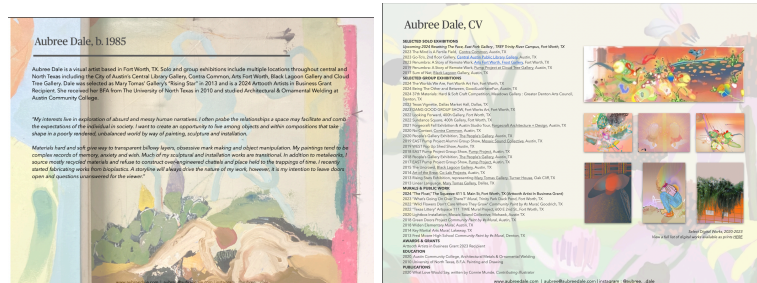
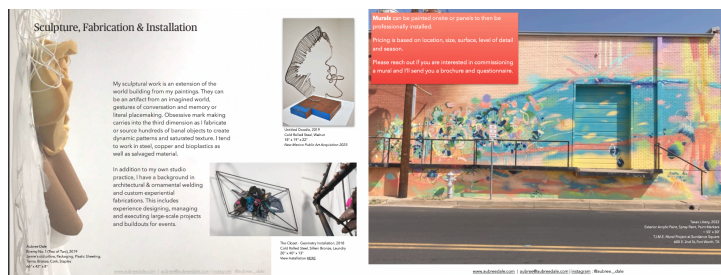
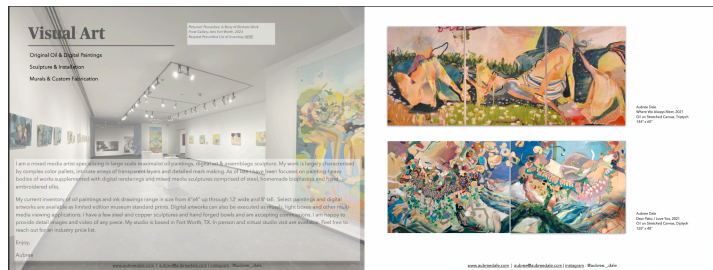
- Include specs for size, materials & special installation instructions
- Images of works to include and past examples
- Bio, Statement and CV



## 2. Murals

- Show what the mural would look like in the space
- Keep the description simple
- Include Timeline

## INDUSTRY BROCHURES AND PRICE LISTS





- Pages or just a Google doc are fine
- High res images of works and install pics to demonstrate what your work looks like in space
- Link to a price list
- Your contact info
- Artist statement, bio and cv

## PROJECT MANAGEMENT

### MURALS

My Drive > Arttooth Business Grant

Type People Modified

| Name                                      | Owner | Last modified   | File size |
|---|-------|-----------------|-----------|
| Mural Questionnaire (File responses)      | me    | Jan 16, 2024 me | —         |
| The Squeeze Concepts                      | me    | Feb 22, 2024 me | —         |
| The Squeeze expenses                      | me    | Apr 12, 2024 me | —         |
| The Squeeze Meetings                      | me    | Feb 22, 2024 me | —         |
| The Squeeze Project Timeline              |       |                 | —         |
| VOTE: Mural at the Squeeze final concepts |       |                 | 3 KB      |
































Open detailed view

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1. Aubree to create 2-3 proposals
2. Design selection
3. Est timeline & Build contract
4. Execution/Install

## EXHIBITON AND INSTALLATIONS

Type ▾ People ▾ Modified ▾

| Name ↑   | Owner  | Last modified ▾ | File size |   |
|--|--|-----------------|-----------|---|
|  Resetting The Pace - Sculpture and Installation  |  me | Oct 15, 2024 me | —         |      |
|  Resetting The Pace Gallery Info  |  me | Oct 14, 2024 me | —         |    |
|  Resetting The Pace Inventory List  |  me | Oct 14, 2024 me | —         |    |
|  Resetting The Pace Promo   |  me | Oct 14, 2024 me | —         |    |
|  Resetting The Pace- Images   |  me | Oct 14, 2024 me | —         |    |
|  Resetting The Pace - TREF Exhibition Prop...  |  me | Oct 15, 2024 me | 1.7 MB    |      |
|  Resetting The Pace (TCC) Think Tank           |  me | Sep 11, 2024 me | 6 KB      |    |

- Floorplans and Mockups to troubleshoot
- Create a Timeline with To-Do's
- Make a materials list and budget for fabrication, hardware, packaging, transport and install
- Document and write about work
- Get your CV, Bio and Headshot together
- List of Inventory
- Consider and plan for hardware, transport, packaging and installation
- Marketing - press, social, newsletter, fliers
- Load in high res images with descriptions