

The Artist-in-Residence Exhibitions Program Overview

The Armory Art Center invites applicants to apply to the Armory's Artist-in-Residence Exhibitions Program. The Exhibitions Artist-in-Residence will be responsible for all aspects of the Armory's 2021-2022 Exhibition programming to include student, faculty, and community exhibitions.

Artist-in-Residence 2021-2022

Residency Period: August 30, 2021 – May 28, 2022

Arrive Monday, August 23, 2021

ARTIST-IN-RESIDENCE POSITION:

Exhibitions:

Under supervision and guidance of the Director of Education, the Exhibitions Resident is responsible for coordinating 12 or more planned exhibitions throughout the year in 2 gallery spaces at the Armory: Montgomery Hall and East Gallery.

Responsibilities include

- Designing and sending calls for art to instructors and students;
- Creating, sending, collecting, and organizing consignment forms;
- Coordinating artwork drop-off and pickup;
- Completion and hanging of all labels and artist statements;
- Organizing with outside vendors to ensure signage is updated for each show;
- Placement of all work;
- Coordinating with the Facilities Manager to ensure the installation is completed accurately and on time and that gallery needs are met (painting, cleaning, maintaining pedestals, display cases, shelving, etc.);
- Work closely with Digital Media Manager, Administrative Assistant, and Marketing Consultant to ensure exhibitions are marketed to the public;
- Planning and executing opening receptions;
- Working with the Volunteer Coordinator to secure volunteers when needed;
- Assisting the Gallery Store manager with maintaining the Gallery store to include jurying new work, intake and consignment forms, and art sales.
- Assisting with all Armory Art Center events including opening receptions, fundraisers, and special events in whatever capacity is most needed.
- Assisting the 2D Manager with the Scholastics show in February.
- Opportunity to assist in coordination of national "art-to-wear" artists for a large-scale exhibition featuring fashion shows.
- Additional tasks include, but are not limited to:
 - Active participation in the collective life of the Armory.
 - Assistance during Armory public relations events: exhibition receptions, fundraisers, etc. as needed and count toward part of your weekly service hours. Additional volunteer assistance may be needed.
 - Other duties as assigned and occasional conditional changes may apply.

RESIDENCY INCLUDES:

- Facility hours: daily nightly and weekend access however some restrictions might exist due to COVID-19 safety protocol)
- Work studio area
- Participation in the Artist-in-Residence group exhibition
- Competitive monthly stipend
- Additional income and teaching opportunities in Armory classes, Armory private classes, and community programs
- Workshop attendance and/or assistance opportunities with visiting master artists
- Ability to utilize all open studios upon request & with permission from respective department managers based on individual experience and skill level.

REQUIREMENTS:

- Residents must hold a BFA degree, MFA preferred or equivalent professional experience
- Residents must be on campus by Monday, August 23, 2021. Please do not submit an application if you are not available to be on campus at this time.
- The Exhibitions resident is required to work 25 hours a week for the Armory.



2021-2022 Artist-in-Residence Exhibitions Program Application Form

The Artist in Residence program at the Armory Art Center supports artists who want to share their creative vision and enrich our community. Our objectives are to:

- Provide Exhibitions Resident the opportunity to coordinate multiple shows across various departments to enhance their understanding of arts administration
- Provide Exhibitions Resident the means to share their work and ideas
- Encourage public participation and interaction with artists and artwork that the Palm Beach County community would not otherwise experience.
- Engage the Exhibitions Resident with the Armory staff and the administrative and operational sector.

Materials checklist:

- Completed Application Form
- Resume
- Statement of Interest (maximum one page)
- 3 References, personal and professional (name, address, email, and phone number)

Applicant Information:

Name:
Email:
Address:
Phone:
City, State, Zip:

How did you hear about the Armory's Artist-in-Residence program?

(circle any that apply)

Armory website internet search NCECA trade journal: _____
friend other: _____

Residency Period: August 30, 2021 – May 28, 2022

Residents must be on campus one week prior to the start of the residency period- Monday, August 23, 2021

Application Deadline: Submissions must be received by 11:59pm on Friday, May 28.

Interview Schedule: June 7-11, 2021

Notification Results: Week of June 14, 2021

I attest that the information in this application and in the supporting materials is correct to the best of my knowledge.

Signature of Applicant: _____ Date: _____

For Armory Art Center use only

Signature of Department Director & Date Reviewed