



**MOLLOY  
UNIVERSITY**

**Art Gallery Curatorial Proposal**

**T:** 516.323.4051

**E:** artgallery@molloy.edu

1000 Hempstead Ave., PO Box 5002, Rockville Centre, NY 11571-5002  
www.molloy.edu

The Molloy Art Gallery welcomes exhibition proposals from *students, faculty, members of the Molloy community, and artists from the broader arts community*. Proposals are reviewed according to the guidelines below and must be submitted using this proposal document.

To be considered, proposals should be submitted approximately one year prior to the intended exhibition term. Deadline for submission is August 15. After review of all applications, applicants will be notified in October.

**Exhibition Proposals** must include the following. See page 3 of the Application form for formatting of attachments. Email completed proposal packages to artgallery@molloy.edu

Completed Application Form (3 pages)  
Images of representative works  
Preliminary Checklist  
Artist's resume, bio and statement  
OR Curator's abstract

**Submission and Review Process:** Incomplete proposals will not be reviewed. Materials sent via post will not be returned, please do not send originals.

Contact Information
Name:
Phone:
Email:
Website:
Address:
Affiliation with Molloy University:
Exhibition Information
Exhibition or working Title (include theme, focus or subject, tone or conceptual direction:
Proposed Exhibit Dates:



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Curatorial/Exhibition Statement: (300-500 words) Central exhibit idea, Why it's relevant? What cultural, aesthetic or conceptual questions does it raise? How does it connect to the art department, student learning or community engagement?

Description of Artists & Works : Participating Artists, types of works, estimated number of works.

Special requirements: Equipment needs (i.e. pedestals, monitors, sound, lighting).

Student Shows: What is the level or program of students? What will unify the work? What learning outcomes tie into the exhibition?

Practical Requirements: Outline budget needs (postcards, etc.), installation needs, timeline for install, deinstall, staffing assistance needed.

Educational/Community Engagement: Does the exhibition coordinate with a Molloy course offering, gallery talk, artist lecture, panel discussion, community or outreach element? Please describe.



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<b>Formatting Attachments</b>
<p><b>Images</b> Images of representative works , samples must use the following naming convention: LastFirstInitial##.format ex. <b>SmithJ01.jpg</b></p> <p>Digital media should be RGB, oriented correctly and .jpg files. Pdf files of images will not be accepted.</p>
<p><b>Preliminary Checklist</b> Include artist title, date, medium, dimensions and insurance value. An insurance value must be provided for all works regardless of sale status.</p>
<p><b>Artist's resume, bio and statement or Curator's abstract</b> No more than 2 pages in length</p>
<p>Are you willing to have the gallery consider your exhibition proposal for dates outside of the proposed time frame? Yes / No</p>

By submission of this form, you are agreeing to these conditions:

- Works need to be framed and ready to hang or provide pedestals.
- Shipping of artwork is at the cost of the artist.
- Although Molloy prides itself on working professionally with the artwork itself, insurance for the artwork is at the cost of the artist.
- Stipends are not provided.
- A gallery talk, digital lecture or workshop for our art students and/or our larger Molloy community is encouraged.
- Incomplete applications may be sent back or disqualified.