



Multiple Exposures Gallery

April 2018

Multiple Exposures Gallery, (MEG), a cooperative fine art photography gallery located in the Torpedo Factory Art Center in Alexandria, Virginia is issuing an **open call to all local photographers interested in gallery membership.**

Multiple Exposures Gallery represents the work of fifteen award-winning, photographers recognized for individual excellence in fine art photography. Founded in 1985, Multiple Exposures Gallery is an established and successful fine art photography gallery, widely acclaimed both within the DC metropolitan area and throughout the Mid-Atlantic region.

In this document you will find the following:

- Overview of the membership application process
- Explanation of a completed portfolio application
- Details of two upcoming Information Sessions hosted at MEG
- Appendix A: An overview of gallery member responsibilities and obligations.
- Appendix B: Portfolio Submission Guidelines, to assist in preparing your portfolio.
- Appendix C: a copy of the MEG Membership Application Form.

APPLICATION PROCESS & TIMELINE

The MEG membership application, review and selection process involves the following steps:

1. If you plan to submit an application for membership consideration please email Colleen Henderson, MEG Membership Chair, no later than Monday, August 20, 2018 of your intention to apply for membership. colleen@colleenhenderson.com
2. Completed applications for membership must be delivered to MEG during open hours between Monday, August 27 and Sunday, September 2, 2018. No portfolio applications will be accepted after Sunday, September 2, 2018 at 5pm. (Note: Gallery hours are daily 11am – 5pm, except Thursdays, 2pm – 8pm).
3. As part of the application process, each applicant must schedule, and meet in person, with at least three, (no more than five), MEG members before Sunday, September 16, 2018. Call the gallery (703-683-2205) to set up these meetings.

4. Multiple Exposures Gallery will conduct a formal discussion and review of each application and portfolio, and after careful consideration determine if membership position(s) will be offered to any applicants.
5. Results of this review process will be emailed to each applicant no later than Friday, September 21, 2018 at 5pm.
6. Each applicant must pick up their portfolios during open hours between Saturday, September 23 and Friday, September 28, 2018. (Note: Gallery hours are daily 11am – 5pm, except Thursdays, 2pm – 8pm).

IMPORTANT DATES

August 20, 2018	Email intention to apply for membership
Aug 27 – Sept 2, 2018	Deliver completed portfolio applications to MEG
Sept 16, 2018	Complete at least three interviews with MEG members
Sept 21, 2018	Email notification of portfolio review results
Sept 23 – Sept 28, 2018	Pick up portfolios from MEG

COMPLETED PORTFOLIO APPLICATION

A completed portfolio application includes the following:

1. A representative photographic portfolio of your best work.
See **Appendix B: Portfolio Submission Guidelines**, to assist in preparing your portfolio.
2. A completed MEG membership application, including a current resume and artist statement if available.
See **Appendix C: Membership Application Form**, for a copy of the application form.

INFORMATION SESSIONS

MEG is hosting two optional Information Sessions for those interested in learning more about the gallery membership opportunity, and those looking for assistance and guidance in preparing a portfolio application for membership consideration.

The Information Session dates are scheduled for:

- Thursday July 26, 2018 7pm – 9pm
- Sunday August 12, 2018 10am – 12pm

The Information Sessions are held at Multiple Exposures Gallery:

Torpedo Factory Art Center
105 North Union Street, Studio #312

Alexandria, VA 22314
703.683.2205

Topics covered during the Information Sessions include:

- application submission process and timeline
- suggestions and recommendations regarding portfolio
- roles and responsibilities of MEG membership
- benefits of MEG membership
- gallery sales expectations, and
- displaying work at the gallery

If you are planning to attend an Information Session please RSVP by email our Membership Chair, Colleen Henderson: colleen@colleenhenderson.com

If neither Information Session date is convenient, feel free to stop by the gallery anytime and chat with the sitting gallery member. They will be able to answer any questions you may have.

If you have any questions about our open call for gallery membership, please email our Membership Chair, Colleen Henderson: colleen@colleenhenderson.com

Sincerely,

Colleen Henderson, 2018 Membership Chair, and
The Members of Multiple Exposures Gallery
www.multipleexposuresgallery.com
703.683.2205

APPENDIX A: OVERVIEW OF RESPONSIBILITIES & OBLIGATIONS of MEMBERSHIP

This section provides an overview of member responsibilities and obligations. Additional details are provided during in-person interviews with MEG members.

Membership Status: Successful juried applicants are welcomed into MEG as non-voting, Provisional Members for six months. Provisional Membership is conditioned upon agreement to accept MEG Bylaws, Policies and Procedures, and conditions of our lease with the City of Alexandria.

At the completion of the provisional term a member who receives three-fourths (3/4) of the MEG membership vote is granted Active Member status with equal rights and responsibilities.

In accordance with MEG bylaws, during the six-month probationary period either party, (Provisional Member or MEG), may decide to sever the membership agreement at any time, for any reason.

Finances: MEG members pay monthly dues to cover rent, utilities, Torpedo Factory Artists' Association dues and insurance (currently \$100/month, subject to change). Rent is due three months in advance, so newly juried members owe \$300 in rent at the start of the six-month probationary period.

Newly juried members are assessed a one-time initiation fee of \$400. (Note: This amount is returned in full to any Provisional Member who leaves MEG, for any reason, during the six-month probationary period.)

Gallery sales are subject to a 15% commission.

On very rare occasions, MEG members may vote to enact an assessment to finance major capital improvements (i.e. gallery bins, gallery lighting, etc.).

Gallery Sitting: MEG is open 7 days a week, 360 days a year. MEG members are obligated to share equally in gallery sitting responsibilities. When MEG has a full complement of members, each member's sitting obligation is two days per month. However, anytime MEG does not have a full complement of members, for any reason, MEG members are obligated to share equally in any extra sitting responsibilities.

Active Participation: Maintaining the gallery as a viable ongoing business entity requires committed effort from every member.

Members are expected to attend monthly business meetings, currently held at the gallery on the first Monday of each month, from 7-9pm (dates and time subject to change).

MEG has four board positions (President, VP, Secretary and Treasurer), and several committee assignments (i.e. social media, outside shows, tech support, etc.), that must be filled annually. All members are expected to volunteer and contribute in meaningful and substantial ways to the ongoing maintenance and operations of the gallery.

Exhibitions: Gallery exhibitions currently run for six weeks, alternating between one & two-artist exhibits and group exhibits.

Each year MEG mounts between five and seven one-artist or two-artist exhibits. These exhibits are limited to MEG members and are either self-curated or curated by an individual chosen by the artist. MEG members are expected to mount a one-person or two-person, (member's choice), exhibition approximately every two years.

MEG also hosts three to five group exhibits each year. Some group exhibits are limited to MEG members only, others may be open to photographers beyond MEG's membership ranks. Active MEG members are expected to participate in MEG member group exhibits (i.e. December Holiday show, Summer show, etc.).

In addition to our "wall hung" exhibitions, MEG has a large TV monitor that is used to display work. The TV serves two purposes: (1) to exhibit work in support of current "wall hung" exhibits; (2) as a stand-alone exhibition space, separate and distinct from the current show on the wall.

In accordance with TFAA guidelines, MEG is required to obtain jurors from outside the Torpedo Factory for five (5) exhibits per year. Except on rare occasions, juried shows are hung at the discretion of the juror with no requirement to hang work from each member. If an image is included in a juried group show it cannot be resubmitted for another juried group show for at least twelve (12) months. (Note: Juried pieces selected and displayed as part of a "TV monitor exhibit" are exempted from this twelve (12) month requirement.)

Individual Bins/Oversize Bin: Each member is provided a bin to display matted work. Matted pieces must fit within the bin without infringing on adjoining bins or exhibition space above the bins. Matted bin pieces must be kept clean, labeled and well presented.

MEG provides a single oversized bin for matted work that does not fit inside individual bins. Interested members may put up to three matted pieces in the oversized bin.

APPENDIX B: PORTFOLIO SUBMISSION GUIDELINES

Photographically speaking, your portfolio is you. It represents to others exactly what you wish them to know about you as a photographer — showing your aesthetic, creativity and craftsmanship. Therefore, the portfolio you submit for jurying will be considered as representing your best work.

To assist you in putting together the best portfolio for our review, we would like to provide the following guidelines:

- The portfolio should consist of 12–15 matted, unframed prints, cohesive in content and style. The dimension of the matted prints should be no larger than 16”x 20”.
- Optionally, in addition to the 12-15 matted, prints above, you may provide up to 10 additional prints showing the scope and range of your work. These prints do not need to be matted. These prints should be no larger than 16”x20”.
- The prints you submit should represent the quality of work you would be showing and selling in the gallery. Always show your best work.
- Black-and-white images printed using traditional darkroom processes must be printed using fiber-based materials and archival processing.
- Digital prints must indicate the inkset and paper used, and the estimated life expectancy of the print.
- All prints included in your portfolio should be clearly identified and labeled.
- Your prints, along with your application form and any additional paperwork, should be delivered to MEG in a single portfolio case, (folder, binder, box, container, etc.). The portfolio case should be easy to store and should not exceed 18” x 24”. Your name and contact information must be clearly visible on the outside of your portfolio case.

By following these guidelines, you will make your very best impression and help us fairly evaluate your work.

APPENDIX C: MEMBERSHIP APPLICATION FORM

Personal Information

Name: _____ Cell Phone: _____

Address: _____ Alt Phone: _____

Email: _____

Website: _____

Photography Information *(use additional paper as needed to fully answer the questions.)*

How long have you been a photographer? _____

Primary Subject Matter: _____

Please describe your process for all media:

What percentage of your own work do you print yourself? _____
If others print your work, what is your involvement in the process?

Please describe the materials you use when presenting your work.

Describe your overall photographic objectives, including why you wish to join MEG and how your objectives will fit into the gallery (use a separate sheet of paper if necessary).

All MEG members contribute to running the gallery, (i.e. social media, website support, computer and data backup, outside shows, promotional activities, financial record keeping, gallery maintenance, etc.). How might you contribute to the ongoing success of the gallery?

Is there any other information relevant to your application that you would like us to know?

Are you a juried member of the Torpedo Factory Artists' Association? Yes No

MEG members are obligated to share equally in staffing the gallery during open hours. Typically, each member gallery sits two days each month, but this can vary depending on the number of gallery members. It is important for us to understand your availability to cover gallery sitting obligations. What days are you generally available to sit? What days are you generally not available? (e.g. any day; only weekends; only weekdays; never on Tuesdays, etc.)

----- Provide additional details here -----

Any day of week?	Yes	No	_____
Weekdays only?	Yes	No	_____
Weekends only?	Yes	No	_____
Other Comments			_____

Please list any relevant classes or workshops you have attended or taught, and any exhibitions you have participated in, organizations or memberships you belong to, or awards received.

Finally, if available, please provide an artist statement and/or a current resume, with three references, to your portfolio application.