

# The Cohen Gallery

## The Cohen Center for the Arts

The Cohen Gallery at the Cohen Center exhibits the work of Alfred University alumni, faculty, and visiting artists. The Cohen Gallery, located at 55 North Main Street in Alfred, provides students with hands-on experience in arts administration, community development, marketing and public relations, all types of design, and management. Students assist in all facets of the exhibitions, from designing the space to preparing promotional materials and acting as docents during the shows. The Cohen Center was created by the generous gift of Michele and Martin Cohen, parents of Adam Cohen, Class of 2003.

### Gallery Show Proposal

Proposals are accepted on a rolling basis. Final reviews are conducted in December for the upcoming academic year. There is no application fee. Submit proposal, along with artist statement and CV, to Cindy DeFelice, Gallery Director, at [cohengallery@alfred.edu](mailto:cohengallery@alfred.edu). Upload images and image list to DropBox. The Director will notify the curator or artist of acceptance via email after all application material is received and reviewed. Exhibits dates will be reserved when the curator or artist returns the signed contract agreeing to the exhibition terms.

**Show Title:** \_\_\_\_\_

**Proposed Dates:** \_\_\_\_\_

**Name of curator(s) and/or artist(s):**

\_\_\_\_\_

**Curator's or artist's affiliation with Alfred University:**

\_\_\_\_\_

**Contact Person and Information:**

Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**List artist(s) in show with website and relevant social media handles:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Description of the Show (theme, objective, solo or group exhibition, etc):**

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**Description of Works (# of pieces, medium, dimensions, duration of expanded media pieces, special considerations for works, etc):**

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**Describe events affiliated with your show and include date preferences:**

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**Artwork**

- artwork must be completed and ready to install
- proposals should address the entire gallery (single, duo or group exhibit)

**Images**

Submit 8-10 digital images / files for review to the DropBox [cohengallery@alfred.edu](mailto:cohengallery@alfred.edu)

- .jpeg files at 72 dpi, not to exceed 1MB per image. Each image file should be labeled as follows: ImageNumberLastName.jpeg, Example: 01doe.jpeg, 02doe.jpeg, etc.
- a corresponding image list that includes the following: image number, title, medium, size, and date.

**Budget Proposal**

The Cohen Gallery has a modest operating budget for each show. The gallery regularly covers:

- Round-trip shipping of artwork (include estimate in budget)
- Insurance on-site
- Promotion of the show
- Gallery reception
- Documentation (photography)

If your proposal includes a campus visit to present to a Division or class within the School of Art and Design, include the following information and the Division will be contacted with the proposal.

- Travel
- Room and Board
- Honorarium

**Itemize Budget, Description & Source** (include The Cohen Gallery and other sources, attach an additional page if needed)

|   | Amount |
|---|--------|
| Round-trip Shipping _____ / ____ The Cohen Gallery    | _____  |
| Door-to-door insurance _____ / ____ The Cohen Gallery | _____  |
| _____   | _____  |
| _____   | _____  |
| _____   | _____  |
| _____   | _____  |
| _____   | _____  |
| In-kind (amount you will fund)                        | _____  |
| <b>Total</b>  | _____  |

Please email Gallery Director Cindy DeFelice at [cohengallery@alfred.edu](mailto:cohengallery@alfred.edu) if you have any further questions about curatorial opportunities or the application process for the Cohen Gallery.

7/10/2018