

**Shircliff Gallery of Art
Vincennes University**

Submission Guidelines

(All documents should be in PDF format.)

A. Resume

Please include your contact information, as well as your education, your experience in art, and other relevant information with respect to your experience as a fine artist. Please list all gallery representations, exhibition history, and collections that have your work (private and public).

B. Artist Statement

Provide us with an artist statement for each body of work submitted.

C. Images (Bodies of Work)

Please provide us with ten (10) jpgs of each body of work you submit. We would prefer each body in separate folders then compressed into zip files. If not compressed into zip files, please attach the jpgs to the body of the email. You should make certain images are 72 dpi at 6" width or length. If you are submitting more than one body of work, please email 10 jpgs of each succeeding body of work in a subsequent email. The title in the subject heading of each succeeding email should contain your last name, first name and Portfolio Submission #2, (for example: Scanlan, John: Portfolio Submission #2)

D. Image File Names

Name your image files as you wish; however, make it easy for us to identify each separate file.

Email submissions to VUArtGallery@vinu.edu

Subject: Artist Name, Portfolio Submission

Yearly submission deadline is January 15. Submission Reviews are held in February. Selected artists will be notified of the results by April 15.