



Gallery and Studios at First City Art Center

Introduction

First City Mission Statement

First City Art Center (FCAC) is a prominent working arts organization that cultivates economic and cultural growth for our region. FCAC devotes a building on site for working artists to rent as studio space.

Studios are leased in the belief that assisting practitioners to work at First City Art Center will stimulate and enhance artistic career development, provide for a synergistic and energizing community, and assist in establishing a vital and dynamic arts district. Studios are offered to practitioners who demonstrate high standards of technical quality, artistic merit, and adaptive ingenuity in their work; who presents creative development plans to maximize use of the studio; and who are willing to participate and support the artistic and surrounding communities. Keyholders can be emerging or established artists or groups of such artists.

Engaging with the Creative Community

First City Art Center is part of a larger creative community, and one of FCA's goals is being "*Collaborative with Community Involvement.*" The expectation of keyholders contributing to the betterment of their own studio house while strengthening the First City Art Center community and the larger community through participation is a key element in the success of this goal. Sister organizations include the Belmont Youth Band, Long Hollow Neighborhood Association, North Hill Preservation Association, Open Books, and Emerald Coast Community of Makers. Keyholders can benefit from associating with and supporting the larger community by volunteering time.

Studio Information

Working Studios

First City Arts Studios are meant to be used as working studios and are expected to be used regularly. Studio spaces used exclusively as galleries or storage are not permitted. Studios are not to be privately sub-leased by keyholders.

Facilities

The Studio Building houses self-contained studio spaces. These spaces are rented “as is” and are provided with standard fixtures and include single-phase power and wireless internet.

Studios are unfurnished with the expectation that the keyholders will provide their own furniture, tables, benches, tools, and equipment. Alterations and improvements must be submitted in writing for approval before any work begins.

These studio spaces are for the benefit of the individual artist yet are a part of a larger creative community. Therefore all corridors, common space, walkways, etc., must be kept free and clear of anything that would impede the progress and safety of others.

FCAC Administration will provide an annual update of the public signage relating to the studios and the artists within.

Rental Rates

In general, rental rates are set below commercial rates for equivalent sites, to stimulate the local arts community and to attract a diverse and talented group of artists. Rates for each studio vary according to the square footage, windows, access to outside, and any other amenities in each studio. The studio rental rate includes utilities (water, electricity, etc.). These rates will be reviewed each year by the FCAC Board of Directors.

Lease Term

Studios will be offered on an annual (12 month) lease beginning in January of each year. No commitment is given to automatically extend any lease beyond one lease period. Keyholders wishing to extend their lease will need to re-apply. Applications are assessed on a competitive basis by a panel selected by the Board of Directors.

Lease Agreement

All keyholders are required to sign and comply with a lease agreement and studio policies.

Artist initiated changes to the spirit and intent of the contract, must submit a letter detailing the request that is signed by all parties involved. Written permission from the Executive Director is required in order to make changes.

Deposits

The security/key deposit for each studio is \$100.00. Deposits will be refunded after termination of lease period unless the deposit (or any portion of it) needs to be retained by First City Art Center to offset any costs the keyholder may owe at the termination of the lease period, including damage to the facilities or loss of keys.

Cleaning, Maintenance, and Staffing for Events

Keyholders are expected to participate in the cleaning of the Studio Building and to staff studio and gallery events. The minimum number of volunteer hours anticipated is 10 hours per month. Actual number of hours will be determined by the keyholders.

Access

Occasionally, First City Art Center may have visitors who wish to meet tenants in their studios. Access is also routinely required for occupational health and safety, maintenance, billing or planning purposes. Keyholders should be prepared for spot checks by the fire marshal or others charged with ensuring compliance with Occupational Health and Safety standards and legislation.

Occupational Health and Safety

As of January 1, 2016, the entire First City Art Center campus will be a no smoking zone.

No pets are allowed in studios unless they are legitimate service animals as per city ordinance.

To develop a clean and healthy collective work environment First City Studios has a Health and Safety Policy. Keyholders are required to adhere to First City Studios' health and safety measures in their studios. Materials must be handled, used and stored correctly and in compliance with FCAC's Health and Safety guidelines. Products or equipment that breach health and safety standards in the building, are prohibited. Keyholders will be offered an opportunity for health and safety training

Insurance

First City Arts Studios provides public liability insurance for the facility in general. Keyholders are advised to maintain appropriate insurance, including renter's insurance, to cover liabilities on personal tools, materials, and equipment.

Benefits as a Studio Keyholder

1. Nearly 24/7 access to the studio space. (Certain rentals/meetings may restrict access but the studio keyholders will be notified ahead of time if that is the case.)
2. Name posted on a marquee near each studio door.
3. Participate in exhibitions of work in the gallery on the walls adjacent to each studio.
4. Opportunity to curate a show during the calendar year if the concept is approved by the other studio artists.
5. Opportunity to participate in promotional events like open studio days, Second Saturdays, special events, and workshops. This includes opportunities for open studio during all heavily attended FCAC events such as Hot Glass Cold Brew and the Pumpkin Patch.
6. Opportunity for artist to benefit from marketing including listing on FCAC website.
7. Free wifi access.

Studio Artists Guild (SAG)

All studio keyholders automatically become members of First City Art Center's Studio Artists Guild. The guild holds monthly meetings to plan events, to manage the exhibitions in the gallery, to share information and opportunities, and to address any problems or questions that arise.

The guild president acts as a liaison between the studio artists and the FCAC administration as well as the FCAC Board of Directors. A member of the Studio Artists Guild is also encouraged to attend and participate in meetings of the FCAC Facilities Committee and Finance Committee. Within the guild itself there are several opportunities for service on the Show Hanging Committee, Publicity/Marketing Committee, and Fundraising Committee.

Other members of the SAG include the FCAC Glass Artist in Residence and the Emerald Coast Community of Makers (ECCM) Maker in Residence, as well as (non-voting) representatives from the FCAC Pottery Guild and Glass Guild.

The date and time of the SAG meetings will be determined by the group when the majority of members can attend. A welcome/planning session for the calendar year will be held in January.

Studio Application and Selection Information

Application and selection process

- Applications will be available beginning **November 1, 2015**, online and at First City Art Center, 1060 N. Guillemard St. Pensacola, FL.
- Please submit the application forms along with all requested support material listed below.
- The closing date for applications **December 4, 2015**. Assessment of applications is undertaken by a panel chosen by the First City Art Center Board of Directors.
- Applicants will be notified of the outcome by FCAC staff, with studios expected to be available **January 1, 2016**.
- Applications from artists seeking to enter mid-term into a studio to take over a vacancy or to share an already rented studio may be received throughout the year in accordance with the application process set out in this document.

Applications are welcome from individuals or groups and should include:

1. Letter of application (maximum two-page) outlining the kind of studio practice proposed by the applicant and indicating how the use of the studio will:
 - enhance the applicant's career development
 - contribute to the arts community in First City Arts Center, the neighborhood, and beyond
 - further the applicant's development of their art, craft, and/or design
2. A detailed curriculum vitae or resume*
3. Letter of reference*
4. CD of 10 to 20 images of current work (if reapplying, work should be from time in residence at FCA)
5. Jury fee of \$20.00. Jury fee will be waived if the applicant is a current First City Arts Center member.

* Not required for artist who are reapplying and are currently in residence.

Applications should be addressed and mailed to:

**First City Art Center
Attn: Studio Artist Selection Committee
1060 N. Guillemard St.
Pensacola, FL 32501**

Selection Criteria

- **Artistic merit:** Applicants should demonstrate their degree of technical skill, their ingenuity, and their artistic originality. The panel will look for evidence of artistic merit in the visual support material accompanying applications. Visual support material may be in the form of web links, digital images (PC compatible) on disk or CD.
- **Evidence of critical merit** —these can be demonstrated with accompanying CV's, critical reviews, letters of reference and catalogues.
- **Statement on the purpose of the studio.** First City Studios is a working artist studio, in as much, the artists who are curated into the program are expected to use this primarily as a creative space in which they work regularly. This does not exclude a tenant from inviting a client to view their work on premises or to sell their work. However, these spaces are not intended to be a commercial storefront, boutique, or shop.
- **Applicants should demonstrate their willingness to engage in community in their letter of application.** First City Studios will require volunteer time in hosting workshops and community outreach, staffing the gallery, and cleaning and maintenance.
 - **Artists reapplying for studio space must show work created during their time in residency at FCA Studios.**
 - **Artists interested in applying must be committed to actively creating work at FCA studios.** Artists should be aware of the unique opportunity that the studio provide and take advantage of the man opportunities provided by their involvement. Participation in shows and opening is strongly encouraged.
 - **If artists intend to share a studio space, both (all) artists are required to submit applications and supporting materials.**

Gallery & Studios at First City Art Center APPLICATION

Please make certain that all information requested is included in your application.

Name

Address of primary residence

Address of secondary residence (if applicable)

Primary phone number (please include area code)

Email address

If accepted, I expect to be in the studio an average of _____ hours per week.

If you plan to share a studio, please list the name of the person you plan to share with:

Please check that the following are included in your completed application packet.

- Letter of application
- Vitae or resume
- Letter of reference
- Images of current work
- Jury fee