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# First City Studios @ Gallery 1060

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## Introduction

### First City Art Center (FCAC) Mission Statement

First City Art Center is a 501(c)3 non-profit art center, engaging the community through a broad range of workshops, classes, gallery shows, fundraising events, summer camp, outreach and fieldtrip programs. FCAC cultivates a creative culture and encourages a cooperative environment that nurtures the artist and the observer while building a community around the arts that provides open dialogue, camaraderie, public service, education, mentorship and economic opportunities for the region. There are several cooperative artist groups at FCAC: the Potter's Guild, the Glass Guild, and the Studio Guild, which comprises all of the artists currently renting space at Gallery 1060.

Gallery 1060 is located on First City Art Center's premises. This building provides affordable space for a limited number of working artists to rent a studio, professionally exhibit and sell their artwork to a large audience. Our fundraising events typically bring in hundreds of people, and over a thousand people attend the Pumpkin Patch, our largest annual fundraiser. Studios are leased in the belief that by assisting artists in their work at First City Art Center, we will stimulate and enhance artistic career development, provide for a synergistic, energizing community atmosphere, and assist in establishing a vital and dynamic arts district. It is our goal to continually bring artists together to learn from each other.

Studios are offered to artists 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. Key holders can be emerging or established artists or groups of such artists.

## **A Collaborative Approach to Community Involvement**

First City Art Center is part of a larger creative community. Key holders are expected to actively and consistently contribute to the betterment of the studio and gallery space, while strengthening the First City Art Center community. Your participation is a key element in the success of our mission as an organization. As a key holder of a studio space at Gallery 1060, you will also be a member of the Studio Guild.

The Studio Guild artists will meet at least quarterly, with the goal of meeting monthly to discuss upcoming exhibitions, suggestions for visiting artists, common area cleaning schedules, announcements about other events or happenings, etc. Gallery shows typically rotate every 6 weeks, with the expectation that each artist will organize at least one of these exhibitions, including the creation of a title, artwork labels, press release, marketing, managing install / de-install, etc.

At the first meeting of each lease cycle in February, interested members of the Studio Guild will volunteer to become a primary officer, and one of these volunteers will be elected by the Guild to serve as President for a one year term. The President of the Studio Guild will serve as the primary spokesperson for Gallery 1060, and will act as the liaison between the Studio Guild and the Admin office, communicating with various groups and individuals at the FCAC. In exchange, FCAC offers a reduction in rent to the President, provided that this person remains active in performing their role throughout the year.

A few of the FCAC's partner organizations in the neighborhood include Open Books, Long Hollow Neighborhood Association, North Hill Preservation Association, Manna Food Pantries, Pensacola Mess Hall, Keep Pensacola Beautiful, and the United Way. Key holders can benefit from associating with and supporting the larger community surrounding FCAC by volunteering time and getting more involved in our area!

## **Studio Information**

### **Working Studios**

First City Art Center studios are meant to be used as working art studios and are expected to be used regularly by the artist(s) renting space. Studio spaces used exclusively as galleries and/or storage are not permitted. Studios are not to be privately sub-leased by key holders.

### **Facilities**

Gallery 1060 is the Studio Building which 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 key holder(s) will provide their own furniture, tables, benches, tools, and equipment. Alterations and improvements such as lighting or painting walls must be submitted in writing to the Managing Director for approval before any work begins.

Studio spaces are for the benefit of the individual artist, yet are also a vital part of a larger creative community. Therefore, all corridors, common areas, walkways, etc., must be kept free and clear of anything that would impede the progress and safety of others. FCAC Admin office 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 total monthly cost per studio will be based on the Studio Rental Fee and the utility rates. 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 February of each year. **Applications are due by the first Friday in January.** No commitment is given to automatically extend any lease beyond one lease period. Key holders wishing to extend their lease will need to re-apply annually. Applications are assessed on a competitive basis by a panel selected by the First City Art Center Board of Directors. Acceptance letters and lease agreements will be distributed on or before the 15<sup>th</sup> of January, and must be signed and returned to the FCAC Admin office with a check for February rent no later than February 1st.

### Lease Agreement

All key holders are required to sign and comply with a lease agreement in addition to all studio policies. **If an artist does not wish to be part of the collaborative nature of this space and the expectations associated with it, then please consider other artist spaces.**

Artist initiated changes to the spirit and intent of the contract must submit a letter detailing the request that is signed by all members of the Studio Guild at Gallery 1060. Written permission from the Managing Director is required in order to make any changes to the lease agreement.

### Deposits

The security deposit for each studio is \$150.00, and there is a \$50.00 deposit on keys issued. 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 key holder may owe at the termination of the lease period, including damage to the facilities.

### Cleaning, Maintenance, and Staffing

Key holders are expected to participate in the cleaning of the Gallery 1060 building and are responsible for staffing Gallery 1060 during advertised open hours and events. For Studio Guild artists, the minimum number of volunteer hours expected is 5 hours per month, with a goal of 10 hours per month.

Actual number of hours will be determined by key holders. Volunteer hours can be completed in the Gallery 1060 building, in addition to the campus facilities for special projects, and as needed.

### **Access**

The First City Art Center frequently has visitors who wish to meet artists in their studios. Access is also routinely required for occupational health and safety, maintenance, billing, or planning purposes. Key holders should be prepared for spot checks by the Fire Marshall or others charged with ensuring compliance with Occupational Health and Safety standards and legislation.

### **Occupational Health and Safety**

To develop a clean and healthy collective work environment First City Studios has a Health and Safety Policy. Key holders are required to adhere to these health and safety measures in their studios. Materials must be handled properly, used and stored correctly and in compliance with FCAC's Health and Safety guidelines. Key holders will be required to provide Material Safety Data Sheets for all materials used in the studio. Products or equipment that breach health and safety standards in the building are strictly prohibited. Key holders will be offered an opportunity for health and safety training. First City Art Center is drug-free community and no smoking is allowed inside any buildings. Alcohol is permitted at events, but please keep in mind that we are a community art center and people of all ages attend our facility. It is our collective duty to represent ourselves professionally and with safety as a priority for all who use this space.

### **Insurance**

First City Art Center provides public liability insurance for the facility in general, but this coverage does not include contents. Key holders are advised to maintain appropriate insurance, including renter's insurance, to cover liabilities on personal tools, materials, artwork, and equipment.

### **Benefits as a Gallery 1060 Key holder:**

1. Artist Name posted on/near each studio door.
2. Exhibit artwork regularly in the gallery, in accordance with exhibition dates.
3. Exposure to a wide audience during special events and workshops. This includes opportunities for open studio during all heavily attended FCAC events such as Hot Glass Cold Brew, holiday sales, art markets, etc.
4. Opportunity to benefit from marketing including a listing on FCAC website.
5. Opportunity to work collaboratively with other artists – you could start a critique group or a book club, or informal chats with other creative people!
6. FCAC does not take any commission for art sales conducted by the artist in their studio or in the Gallery 1060 exhibition space. If the sale is conducted by the Main Office, there is a 20% fee for staff time/processing.

# Studio Application and Selection Information

## Application and selection process

- Applications are available online and at the office at 1060 N.Guillemard St. Please submit the application forms along with all requested support material listed below. Digital submission is preferred via email.
- The closing date for applications is Friday, **January 4<sup>th</sup>, 2019**. Assessment of applications is undertaken by a panel chosen by the First City Art Center Board of Directors.
  - **Acceptance letters and lease agreements will be distributed on or before the 15<sup>th</sup> of January, and must be signed and returned to the FCAC Main office with a check for February rent no later than February 1st.**
- Studios are expected to be available for occupancy **by February 1st**.
- 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 forth in this document. Please contact the Managing Director for details.

## Applications are welcome from individuals or groups of 2-3 and must include:

1. A 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 Art Center, the neighborhood, and beyond
  - further the applicant's development of their art, craft, and/or design
  - Please describe in detail your availability and your willingness to volunteer and actively participate in the Studio Guild.
2. A detailed curriculum vitae or resume
3. One or more letter(s) of reference (must be included with the application)
4. 10 to 20 images of current work (on a CD or preferably a Drop Box file)
5. Jury fee of \$20.00. Jury fee will be waived if the applicant is a current member of First City Art Center. All Studio Guild artists are encouraged to become members of FCAC.

Applications can be emailed to Caitlin Rhea at: [director@firstcityart.org](mailto:director@firstcityart.org)

Or, please mail to: (Must be **RECEIVED BY** Friday, January 4<sup>th</sup> by 5pm)

**First City Art Center  
Attn: Caitlin Rhea  
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 digital images (.jpg) on a CD or in a Drop Box file. Please do not submit original artwork.
- **Evidence of critical merit** —can be demonstrated with accompanying CV's, letter(s) of reference, website, critical reviews, articles, etc.
- **Statement on the purpose of the studio.** First City Studios @ Gallery 1060 is a working artist studio and the artists who are curated into the program are expected to use this primarily as a creative space in which they work regularly on a consistent basis. 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 the community in their letter of application.** First City Studios will require volunteer time that consists of staffing the gallery during open hours, installing and de-installing shows, social media advertising, cleaning, and general maintenance of the Gallery 1060 building. Studio Guild artists are also encouraged to talk to the office about getting involved in community outreach, and teaching classes and workshops!

**FIRST CITY STUDIOS AT GALLERY 1060**  
**APPLICATION FORM**

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

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Name

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Address of primary residence

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Address of secondary residence (if applicable)

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Primary phone number (please include area code)

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Email address

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

\* I expect to volunteer approximately \_\_\_\_\_ hours per month.

\* Are you interested in being considered for President of the Studio Guild? Yes or No.

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

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

\_\_\_ Application form

\_\_\_ Letter of application

\_\_\_ CV or resume

\_\_\_ Letter(s) of reference

\_\_\_ 10 - 20 Images of current work (completed in the last 5 years)

\_\_\_ Jury fee (waived if FCAC membership is current)