



City Hall Artist Exhibition Policy and Guidelines

This document outlines the policies for approval, delivery, installation, and ongoing exhibition of artist-submitted work in Medford City Hall. See next page to fill out the Artist Interest Form.

Exhibition Space:

- There are 3 exhibition spaces available at City Hall
 - Space #1 (West stairwell, landing between 1st and 2nd floor)
 - Space #2 (West stairwell, landing between 2nd and 3rd floor)
 - Space #3 (East stairwell, landing between 2nd and 3rd floor)
- Only two-dimensional artwork that can be hung on a wall will be accepted
- All work will be installed using an existing track-hanging system
- The work will be hung in a space selected by internal City Hall staff
- Artwork will be on display during public hours and special meetings and events

Selection Process

- Selected work will be hung on a first-come, first-serve basis
- Submissions will be reviewed by internal staff including the Business & Cultural Liaison and the Building Department. An artist can be denied if their artwork is considered inappropriate for public consumption within the building
- Preference will be given to Medford residents, though artwork will be accepted from surrounding communities for review as well

Installation/Removal Process

- Artwork must be wall-ready in hang-able frames.
- Artwork will be rotated on a bi-monthly basis.
- The work will be installed by the Building Department, though artists are welcome to assist.
- Artist will be responsible for delivering all pieces to be displayed to City Hall at a date and time to be coordinated by the artist and the Business & Cultural Liaison.

Insurance

- The city does not insure the work on display, and artists are encouraged to procure their own insurance if desired.
- The artist shall agree in writing to assume sole liability or responsibility for loss, damage, or theft of the art work

Other:

- The City of Medford may – on occasion – do a specific call to art for a curated show with a theme.

City of Medford, Office of Mayor Stephanie M. Burke

Rooms 202-204 | City Hall | Medford, MA 02155

Phone: (781) 393-2408 | TDD (781) 393-2516



City Hall Artist Exhibition Space Interest Form

Artists are invited to submit work to be displayed at Medford City Hall in one of 3 exhibition spaces. Artwork is rotated bi-monthly and is selected to demonstrate a wide range of talent within and surrounding the City of Medford, though preference is given to Medford residents. Artwork is reviewed through an informal juried process and hung on a first-come, first-served basis. Please fill out the following information and submit artwork using the submission guidelines below.

Name:

Date:

Address:

Email Address:

Phone:

During which months would you be able to display your work? If no preference, please write “no preference”:

Description of work:

Do you have at least 6 pieces of work to exhibit?

Y

N

Artwork Submission Guidelines:

Along with this form, please submit the following to Allie Fiske at afiske@medford.org. If needed, a dropbox link will be provided to submit work too large to email.

- Please submit via email 6-8 digital images of your artwork that you plan to exhibit in this space. Acceptable file formats are JPG, PDF, or PNG. Please include the title, medium, and dimensions of the piece
- Artist statement describing your work
- If work cannot be submitted digitally, please mail images to Allie Fiske at Medford City Hall, 85 George P. Hassett Drive, Room 204, Medford, MA 02155

Upon approval, information will be provided about the exhibition space, hanging methods, time period, installation procedure, and an artist agreement will be signed.

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