

# The Cohen Gallery

## The Cohen Center For the Arts

The Cohen Gallery at the Cohen Center provides Alfred University students with hands-on experience in arts administration, community development, marketing and public relations, all types of design, and management. The Center is located at 55 North Main Street in Alfred, in a renovated Victorian house that provides gallery space for exhibiting the work of Alfred University alumni, faculty and visiting artists. 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. There is no application fee. Submit proposals to Cindy DeFelice, Gallery Director, at [cohengallery@alfred.edu](mailto:cohengallery@alfred.edu) 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 \_\_\_\_\_

Artist(s) in Show, Include Website(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Describe events affiliated with your show and include dates. (Depending on how shows fit in the University schedule and extended activities you may desire a closing instead of an opening etc.)**

---

---

---

---

---

---

---

**Artwork**

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

**Images**

Share 5 DIGITAL images / files for review to Dropbox [cohengallery@alfred.edu](mailto:cohengallery@alfred.edu)

- .jpeg files at 72 dpi, with the image's longest dimension not exceeding 700 pixels. Each image file should be labeled as follows: imagenumberYourFirstInitialandLastName.jpeg, Example: 1jdoe.jpeg, 2jdoe.jpeg, etc.
- a corresponding image list in .pdf 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 during transport (door-to-door) (include estimate in budget)
- Promotion of the show
- Gallery reception
- Documentation (photography)

Although the Cohen Gallery programs encompasses the exhibition only, 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. 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.

8/31/2015