

JUBILEE GALLERY

Exhibition Guidelines

Preliminary Meeting:

A pre-installation meeting will be scheduled to discuss timelines, content deadlines, marketing, logistics, layout options, and any specific needs or concerns. This meeting will involve the artist/curator and coordinators. It is ideal to allow 3 to 4 months of preliminary planning before the desired exhibition date.

Exhibit Space:

There are two dedicated locations for artwork to be installed including a 30-foot-long track hanging system and a 10-foot-wide locked cabinet space for 3-dimensional works.

Gallery Wall:

The gallery wall is situated across from the main elevators and is a high-traffic area used by staff and visitors. This space is available for framed artworks or low-profile three-dimensional artworks.

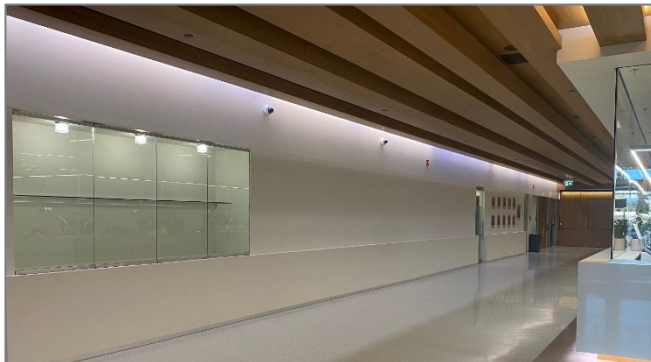


Parameters

- The hanging track is 30 feet long.
- Artworks can be hung from stainless-steel cables (up to 40 lbs) or aluminum rods (up to 70 lbs).
- All artwork must be properly prepared for hanging with appropriate framing.

Display Cabinet:

The display cabinet is situated near the entrance of the Jubilee Building across from the cashier's desk. This space is available for three-dimensional works.



Dimensions

- The cabinet is 127 inches wide x 60 inches tall x 25 inches deep.
- There is a row of glass shelving 27 inches above the base of the cabinet.
- All artwork must be prepared for display including stands, pedestals and protected bases.

Gallery Schedule:

Jubilee Gallery will host up to four exhibitions annually. The schedule allows a 1-week window for installation and removal. The tentative 2026 schedule is as follows:

- I. February 2 to April 16
- II. April 27 to July 9
- III. July 20 to October 1
- IV. October 12 to January 4 (2027)

Marketing and Promotional Materials:

Printed Materials

Jubilee Gallery will design a poster and information pamphlet using municipal brand standards. If the artist would like to design their own, the print-ready version must be preapproved by municipal coordinators and the communications department. The RMWB logo will be required on select materials.

Municipal Website

A general overview of the exhibition will be available on rmwb.ca.

Social Media Promotion

The RMWB will create an event using social media to promote the exhibition opening. The RMWB may share the curator/artist's social media posts to amplify the exhibit details. The RMWB may offer videography support for promotional purposes (*dependent on staff availability*).

Gallery Labels

Gallery labels are required for each piece. The RMWB will print these out provided they are submitted using the form provided by the coordinator. Labels are 2" width x 4" length and printed on cardstock no thicker than 1/8".

Opening Reception

If desired by the presenting artist, Jubilee Gallery will host an opening reception. Opening receptions occur on the first Thursday following installation. Requests for opening receptions must be made 42 days in advance.

Opening receptions are limited to two hours from 5 pm to 7 pm.

The RMWB will provide coffee, tea, and water. It is the responsibility of the curator/artist to arrange any additional catering (all catering businesses must prepare food in a food establishment approved by Alberta Health Services and hold a valid food handling permit). Alcohol is not permitted.

Gallery Tour or Learning Session

If desired, artists/curators are encouraged to host an in-person gallery tour or learning session. This will help patrons develop a deeper understanding of the works on display. This can also create emotional connections to certain pieces and promote artwork sales! Gallery coordinators require 42 days of advanced notice to arrange tours and learning sessions.

Installation and Removal:

There is no storage space available for drop off or pick up. Artwork ready for install and removed promptly at the end of the exhibition period unless otherwise arranged with the gallery coordinator.

Any damage incurred during installation or removal will be the responsibility of the artist/curator and is further detailed in the Artist Agreement.

Compensation:

The Jubilee Gallery does not charge commission and artists are welcome to display sale prices of their pieces with their contact information. A small stipend may be paid out to exhibiting artists based on CARFAC minimum fees at the discretion of the RMWB.