

## Port Coquitlam Artist In Residence Proposal Form at Leigh Square Community Arts Village

### PROGRAM DESCRIPTION

The Leigh Square Community Arts Village's Artist in Residence is a new program based on principles of cultural development and community enrichment. Its purpose is to support artists and the community on topics of interest or concern.

During each residency, the artist establishes a presence in Leigh Square and/or the City of Port Coquitlam as appropriate. This will include spending time in Leigh Square developing a body of work, engaging the public with their practice and may lead workshops and demos within the centre as part of its public programming.

The residencies are based on terms of approximately three months (Jan to Mar; Apr to June; July to Sept; Oct to Dec). The project goal is to connect the public with the artists living within their communities and to encourage artistic participation within the Leigh Square Community Arts Village. The end result should be a lasting cultural impact upon the City of Port Coquitlam and its residents. Remuneration is \$500, with the artists committed to spending a minimum of 12 hours – maximum of 20 hours / week in the studio space provided for the tenure of their residency.

**Mission:** The Leigh Square Community Arts Village encourages and facilitates community development through arts, culture and heritage within Port Coquitlam and serves as a cultural meeting place, a 21st century community arts centre. See [www.portcoquitlam.ca/leighsquare](http://www.portcoquitlam.ca/leighsquare) for details.

***(PLEASE TYPE/PRINT CLEARLY and submit this page with your supporting documents)***

Date of Application: \_\_\_\_\_

1. Artist(s) First and Last Names: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone-H & W/C (\_\_\_\_) \_\_\_\_\_ / (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

*\*Note: It is your responsibility to provide address/contact changes to us.*

### 4. Which months and year would you like to participate in a residency? Indicate your choice of months and priority below.

- ☐ Jan to Mar, Year: \_\_\_\_\_ - choice # \_\_\_\_\_
- ☐ Apr to June, Year: \_\_\_\_\_ - choice # \_\_\_\_\_
- ☐ July to Sept, Year: \_\_\_\_\_ - choice # \_\_\_\_\_
- ☐ Oct to Dec, Year: \_\_\_\_\_ - choice # \_\_\_\_\_

Every effort will be made to fill your options: however, if we are unable to accommodate, please indicate

☐ you are interested in another year if available. ☐ Yes ☐ No

### 5. Type of Work:

- ☐ Visual Art (Painting/print)
- ☐ Photography/Photo Based

- ☐ Sculpture
- ☐ Performance
- ☐ Media Arts
- ☐ Music
- ☐ Literary Arts
- ☐ Other

**6. Project Proposal.** Describe the project or body of work you intend to use the space available in the residency to create. The proposal will include details on the goal, the process, the result, the size, and the schedule for completion (Max. 300 words.)

**7. Public Programs Description.** Outline the two public programs you will organize and facilitate for the public's benefit as part of your residency. This may include workshops, lectures, special events, demonstrations, classes, or any other public event (Max. 400 words).

**8. Statement of Intent.** Describe the artistic intention behind your project, how the residency will develop your art practice, and the ways in which you intend to engage with the public through art (Max. 400 words.)

**9. Digital Images, Videos, Music Files or Writing Excerpts.** Chosen samples must be identified clearly, be of professional standards and accurately reflect the quality of your work. This is the only way the jurors see your work. Please send a maximum of 8 samples of work. This is the maximum number that we will view during the review process.

*\*Please note: Should you be unfamiliar with the digital processes described below, we would be pleased to assist you with those requirements. Phone 604.927.8442 or email [arts@portcoquitlam.ca](mailto:arts@portcoquitlam.ca)*

#### **Digital Image Specifications**

Digital images are used for web and print purposes. All images should be jpg format (with .jpg extension) for PC environment; each image should be RGB 72 dpi, 800 x 600 pixels for web use and CMYK colour profile 300 dpi, 3375 high x 2625 wide pixels for printing use. Use the Image List (above) to list all images – make sure that this corresponds to the order the images will appear in your submission.

#### **Video Specifications**

Files must be compatible with Quicktime or Windows Media Player and no more than 3 minutes long.

#### **Music Specifications**

Music files must be compatible with either Itunes or Windows Media Player and no more than 5 minutes long.

#### **Literature Specifications**

Written samples of poetry, scripts, novels, essay, etc., must be saved as a PDF document.

### **File Naming Conventions to Save Digital Images**

File naming convention for PRINT ready documents:

First 3 letters of your first name followed by the first 3 letters of your last name, then a dash and the letter “p” (which indicates it is a print ready file) and finally the number of your sample.

*Example for John Smith:*

johsmi-p01.jpg, and johsmi-p02.jpg

File naming convention for WEB ready samples:

First 3 letters of your first name followed by the first 3 letters of your last name, then a dash and the letter “w” (which indicates it is a web ready file) and finally the number of your sample.

*Example for Jane Doe:*

jandoe-w08.jpg, and jandoe-w09.jpg

**10. Curriculum Vitae or Biography.** This should not exceed 3 pages and should be a separate attachment as a PDF or Word document. Save as “CV, Your Artist Name.”

**WAIVER:** I release the Organizers and Agents of **City of Port Coquitlam** and **Friends of Leigh Square Society** from any responsibility in the case of loss of, or damage to, my goods while in transit to/from Leigh Square and for the duration of the residency period. I allow the Organizers and Agents to use any of my images and information submitted for publicity and promotional purposes, which includes electronic, printed and televised mediums, etc. I have read and agree to the terms and conditions for participation as outlined in the program information sheet.

\_\_\_\_\_  
Artist’s Signature

\_\_\_\_\_  
Date

### **CHECK LIST for documents to be submitted by Email and/or on CD**

Complete Proposal Form including:

- q Project Proposal
- q Public Programs Description
- q Statement of Intent
- q Samples of completed work
- q Curriculum Vitae or Biography

**EMAIL completed application to [submissions@portcoquitlam.ca](mailto:submissions@portcoquitlam.ca)**

### **MAIL OR DROP OFF HARD COPIES TO:**

Artist in Residency Program  
Leigh Square Community Arts Village (behind City Hall)  
200-2253 Leigh Square,  
Port Coquitlam, BC, V3C 3B8