

# Exhibition Proposal

## Fact Sheet



The Institute of Contemporary Art, Los Angeles' mission is to support art that sparks the pleasure of discovery and challenges the way we see and experience the world, ourselves, and each other. Founded in 1984 as the Santa Monica Museum of Art (SMMoA), ICA LA builds upon a distinguished history of fostering artistic experimentation with bold curatorial choices, and connecting with various communities via timely, meaningful, and engaging public programs. ICA LA is committed to making contemporary art relevant and accessible for all.

### How to prepare an exhibition proposal:

Curators are welcome to send the following for further consideration:

- A cover letter
- An exhibition description, providing detailed information about the exhibition's content and aims, as well as historical context and precedents
- An illustrated working exhibition or research checklist. In this document, each proposed object must include artist name, an image of the work, and its title, date of production, materials, and dimensions. For video, sound, and performance documentation, please submit stills or a representative image along with a link (YouTube, Vimeo, Soundcloud, etc.)
- A resume/CV of the exhibition's curator(s)
- Short (no more than 250 words) prose bios for each participating artist OR their CV.
- An itemized exhibition budget with narrative explaining projected expenses, as well as information about potential funding prospects (i.e. grants, individual support; any guest curator MUST commit to identifying and/or securing support for the research and production of the exhibition)

### Please note:

- **IMPORTANT: We do not accept exhibition proposals from individual artists of their own work.** We also **strongly discourage** artists from submitting exhibition proposals that includes their own work among other proposed works. If you are an artist interested in sharing your work to consider for ICA curated exhibition opportunities, please see the Artist Submissions Fact Sheet.
- We do not evaluate links or attachments sent over email for exhibition proposals, only materials submitted in the format listed above.
- While we welcome your proposals, our review of submitted materials is in no way a guarantee of an exhibition opportunity at ICA LA.
- Submissions are evaluated once every quarter, and will receive a response. Due to volume of materials received, we cannot accept emails or phone calls about the status of submissions.
- Guest curators work in close consultation with the ICA LA Exhibitions Department, including the museum's curator and production staff. As such, all materials related to the exhibition must be reviewed and approved by ICA. Also, guest curators are expected to commit to administrating certain aspects of their exhibitions, as we cannot guarantee dedicated in-house assistance for each guest curated exhibition.
- We may contact you to ask questions to help inform our initial review process. If there is interest in moving forward with your proposal, we will contact you to schedule a telephone, Skype, or in-person meeting.

These materials can be submitted by email to [exhibitions@theicala.org](mailto:exhibitions@theicala.org) (subject line: Exhibition Proposals), or via mail to **Exhibitions Department, Institute of Contemporary Art Los Angeles, 1717 E 7<sup>th</sup> Street, Los Angeles, CA 90021** Attn: Exhibition Proposals with a self-addressed stamped envelope. You are welcome to submit materials via mail on CD-R or hard drive. Without an SASE, your submission will not be returned.

Thank you for your interest in the Institute of Contemporary Art, Los Angeles!

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Los Angeles, CA 90021  
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