



# Federal Way Arts Commission GALLERY PROGRAM 2024 & 2025

The City of Federal Way Arts Commission is accepting applications for the 2024 & 2025 Gallery Program. A Committee of the Arts Commission will select artists and determine gallery location for 2024 & 2025 shows.

## LOCATIONS

- **2024 Seeking Artists for July 18 - September 10 at The Performing Arts & Event Center (PAEC) and August 16 - January 8 at Knutzen Family Theatre Gallery.**
- The Performing Arts & Event Center (PAEC) Gallery is located at 31510 Pete von Reichbauer Way S. The exhibit area consists of one wall approximately 65 feet in length and 10 feet tall, with a cable and hook display system. How many works of art could be hung at one time depend on size of work and if any would be displayed in tandem vertically on the cable. Exhibits in the PAEC Gallery will show for approximately 8 weeks. Artwork will be open to viewing when events are scheduled in the Events Center, and during box office hours.
- Knutzen Family Theatre Gallery is located at 3200 SW Dash Point Road. The exhibit area consists of one wall approximately 53' with cable and hook display system. There is space for 10–15 art works. Exhibits in the Knutzen Theatre Gallery show for approximately twelve weeks. The building is open Monday through Friday from 8:00 a.m.–5:00 p.m. and evenings and weekends when events are scheduled in the theatre.

## GALLERY PROGRAM INFORMATION

All work to be shown must be original or reproduction, recent work (within the last two years), not completed under an instructor's guidance, not previously exhibited. The exhibit areas are designed for two-dimensional hanging works.

Artists are encouraged to sell artworks. However, sales are handled privately between the artist and the buyer. The City will provide an exhibit tag for each artwork that lists the artist's name, price of the artwork and contact information of the artist. There is no commission for any sales that occur as a result of the exhibit. All work must remain on display for the duration of the show.

Artists will receive an honorarium upon the departure of the exhibit of \$250. The artist is responsible for transporting their work, and assisting the Arts Commission with the installation and de-installation of the exhibit.

Prior to the show the artist is required to sign a Loaned Art agreement and submit a list of art works and their value. A city staff and arts commissioner may arrange for a site visit with selected artist prior to the show to discuss the proposed work. The Arts Commission reserves the right to suggest or require adjustments to an exhibit after it has been hung.

## APPLICATION INFORMATION

**2024 Application Deadline:** Review ongoing for 2024 | **2025 Deadline Application:** November 4, 2025

(Applications will be reviewed on an ongoing basis if space is available.)

Please complete the Application Form and submit the following supplemental information to [Cassie.Swan@cityoffederalway.com](mailto:Cassie.Swan@cityoffederalway.com) or via WeTransfer (or other File Transferring Service):

- The artist application form
- A copy of your resume detailing any visual arts training and/or education and exhibition history.
- An artist biography for media release (only to be used if work is accepted).
- All photos to be on display in the gallery in digital format via WeTransfer (or other File Transferring Service), with accompanying information.
- Artists will be notified in December about the status of the exhibit entry.
- Questions: [Cassie.Swan@cityoffederalway.com](mailto:Cassie.Swan@cityoffederalway.com)

# APPLICATION GALLERY PROGRAM 2024 & 2025

## APPLICANT INFORMATION:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Desired Show Dates: \_\_\_\_\_

(Dates are not guaranteed)

***\*Please be sure to send artwork via digital format to preview  
via WeTransfer (or other File Transferring Service)***

	ARTWORK TITLE	MEDIUM	SIZE	YEAR	VALUE
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Questions: [Cassie.Swan@cityoffederalway.com](mailto:Cassie.Swan@cityoffederalway.com)

