



## **University Club of Portland**

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503-223-6237 | <http://www.uclubpdx.com/artist>

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We appreciate your interest in the University Club's Artist-in-Residence Program. Our current guidelines for submission to the program are as follows:

**We will accept materials June 10 – July 26, 2019.**

Submission materials may be dropped off, mailed or emailed.

### **Submission Checklist:**

1. Letter of Interest (include address, phone, e-mail, and website if applicable). The Letter of Interest should include proposals to engage with the members of the University Club. The Committee will be interested in proposals which indicate the Applicant has given thought to the goals of the program. Activities could include, but are not limited to:
  - Workshops/Fee-based Classes
  - Demonstrations
  - Lectures
  - Fieldtrips
2. One-page résumé.
3. Digital photos (up to 10 images). Submit photos as 300 DPI JPG images on CD. Please include an annotated list. Save images in the correct horizontal or vertical orientation for viewing. Label outside of disk with your first and last name.
4. If you wish these materials to be returned, please provide a self-addressed, stamped envelope.
5. Please note that if your submission for the Artist-In-Residence program does not meet the above guidelines your work will not be considered for the program.

**Please do not send originals.**

**Materials submitted past the deadline will not be reviewed.** Please re-submit for the following term if you continue to have an interest in being reviewed.

**Applicants are strongly encouraged to request a tour of the University Club facilities prior to submission of their application.**