



CAP on-line Artists' Registry Instructions

About the Registry

The Artist Registry is a searchable database on ArtsPartner.org, the Community Arts Partnership's website for individual artists of all disciplines. Visitors can search the registry by name, discipline or keyword. Once you are on the registry, you will have the opportunity to update it once a year.

CAP Membership is required

You must be a member of CAP to be on the Artist Registry. Membership is \$25 for a one year period. To join, send a check to the address above or pay via paypal at www.ArtsPartner.org. Member artists can be residents of Tompkins, Tioga, Cortland, Cayuga, Seneca, Schuyler or Chemung counties.

Instructions

Send your Artist Registry information to Robin Schwartz, Program Director of CAP via e-mail at programs@artspartner.org. She will create your registry page within two business days.

The following is a list of what you will supply. Further explanation for of these items follows on page 2. A sample of how your e-mail to Robin should look follows on page 4.

- 1. Contact Information**
- 2. Discipline(s)**
- 3. List View**
- 4. Artist Information**
- 5. Image List**
- 6. One featured image and the option of up to eight additional images**
- 7. (optional) One or two .pdf files of documents such as a resume or work sample.**
- 8. Certification**

Instruction Details

1. Contact Information

Provide only the contact information that you wish to be made public on your registry profile page. (Name, e-mail, website, address, etc.)

2. Discipline(s)

Provide up to 3 of the following (You must choose from these exact fields.)

- Ceramics / Collage / Digital Art / Fiber / Functional, Craft / Mixed Media / Painting, Drawing / Photography / Printmaking / Sculpture / Other Visual
- Acting, Directing / Dance, Choreography / Music Composition / Music Performance Theatre Tech
- Creative Non-Fiction / Playwriting, Screenwriting / Poetry / Storytelling / Prose
- Film / Video / Digital Art / Media

3. List View - up to 16 words

(If more than 16 words, it cuts off the rest..) When a visitor to the registry does a search, the first thing they see is a shortened version of your full page. This “List View” contains your name, featured image and one sentence.

Sample Sentences: “I am an actor living in Tompkins County” or “Musician: Piano and Trumpet” or “As a contemporary artist, my paintings deal with themes of isolation and anonymity in an urban environment”

4. Your Artist Information - up to 300 words

Here is your opportunity to say what you would like people to know about you.

(Keep in mind that you also have the option to attach up to two .pdf documents of items such as a CV or artist resume.)

(Visitors to the Registry can search by keyword. For example, if someone is searching for a pianist, it will pick up this word from your Artists Information)

Suggestions:

For Visual Artists: Your Artists’ Statement

For Writers: This can be about your career, a sample of your work, artists’ statement...

For Performing Artists: Anything you wish people to know about you, your career, future performances, that you are for hire...

For Actors: Please provide:

- Your gender range
- The age range you can play
- Do you sing? What is your range?
- Are you currently a student? (If so, how long do you plan to be in the area?)
- Are you a member of a guild or union?
- Are you willing/interested in being contacted to audition for student films?
- List your performance experience (or attach resume)

5. Image List

The image list provides the written information that goes with your images.
(At least one image is required).

NOTE: In the thumbnail version of the image (before you click on it to see it full size) it appears as a square. If your image is square, the entire image appears. If it isn't, you just see part of the image. We would prefer that artists don't worry about this. This is the nature of a "thumbnail".

To see what I mean, search "Larkin" for Susan Larkin. Her "Wild Geranium" is almost square and so it appears as a full image in the thumbnail. Some of her others do not.

Having said that, there have been artists who tried to make a non-square image square so that the entire image is seen in the thumbnail. To see how folks deal with this, check out "Victoria Romanoff". She chose to make a non-square image square by putting black around it. As I said, we don't recommend not worrying about this.

Please indicate which of your images is your featured image.

Please make sure that it is clear which name goes with each image

Examples: Smith1.jpg "Withering Leaves", oil on canvas, 14" x 24," 2008
 Jones2.jpg The artist performing at the Mozart Festival.
 Jones.pdf Resume

6. One featured image and the option of up to eight *additional* images

Attach to your e-mail at least one JPG - no more than nine, with dimensions no smaller than 900 px and no larger than 1600 px on the longest side.

7. (Optional) One or two .pdf files of documents such as a resume or work sample.

Note: Your page can't accomodate music files, film or video, but you're welcome to include links to YouTube, Flickr, etc. inside the text of your statement.

8. Certification

The certification in the submission sample below must be cut & pasted and included into the e-mail that you send to CAP with your images and text. Make sure that you put your name where indicated.

Artists' Registry Submission Sample

Send in the body of e-mail to Programs@artspartner.org, not as separate document.

Send with your images and pdf's.

(thanks to Margaret Reed for permission to use her information as a sample)

1. Contact Information

Margaret Reed

reedmh@margaret-reed.com

www.margaret-reed.com

2. Discipline Fields

Painting/Drawing

Printmaking

3. List View

My work blurs the line between fine and illustrative art.

4. Artists Information

I've always known that I would be an artist. When I was little I would spend afternoons, sunny as well as rainy, with my grandmother painting and drawing. After graduating from Grand Valley State University in Michigan with a BFA (emphasis in illustration) I found my way to Ithaca. Here I continue to practice my art, blurring the line between fine and illustrative art. Although most of my images are based on specific stories in mythology, they depart from the strict narrative and become symbolic of the overall identity themes in the text. Recurring imagery throughout the pieces suggests connections to a larger story. The drawings appeal to our unconscious making them as much about the viewers themselves as the artist who created them.

5. Image List

Reed1.jpg My portrait for use as **Featured Image**

Reed2.jpg Pasiphae and the White Bull," intaglio, 6"x4", 2009

Reed3.jpg Child of the Owl, charcoal on paper, 48"x72", 2008

Reed4.jpg The Minotaur as a Child, etching, 6" x 4", 2009

Reed 5.jpg Small Children of a Forward Disposition, charcoal on paper, 63"x51", 2008

(etc.)

6. PDF

ReedCV.pdf - My Resume

I, _____ (FILL IN YOUR NAME) certify that I am an artist based in Tompkins or contiguous counties in New York and would like to have my Profile included in the CAP Artist Registry. I have read and agree to the conditions and guidelines contained in this document. As an artist registering with ArtsPartner.org, I agree that I will not use ArtsPartner.org to post or display any material that is unlawful, obscene, libelous, invasive of another's privacy, hateful, or racially, ethnically or otherwise objectionable to a reasonable person. The Community Arts Partnership reserves the right to remove from the website any of the aforementioned material without first notifying the artist or any other individual or entity. I also certify that I hold copyright and/or permission to post aforementioned materials to ArtsPartner.org.