



2012 Fact Sheet

Rules, Procedures & Responsibilities

Background Information

1. **Definition of Program**

On My Own Time is a community arts program that links the business and cultural sectors of Central New York to promote an appreciation of the arts and recognize creativity in the work force.

2. **Sponsoring Agencies**

The program was created in 1974 by the Cultural Resources Council (CRC), the Arts Council of Syracuse and Onondaga County, in cooperation with the Everson Museum of Art (EMA).

In addition to these founding sponsors, each year's participating organizations are also co-sponsors of the event.

3. **Purpose of program**

To identify, encourage, and display the artistic talents of employees in local business; to foster enlightened relations between labor and management; to strengthen the interdependence of business and the arts; and to achieve a closer relationship among business, the arts, and the community.

Eligibility

Companies / Organizations / Businesses

Any business entity, employing any number of employees, that has a presence in the Central New York area and is committed to encouraging employee talents.

Employee Artist

Any full or part-time employee of those companies participating in the program (exception: school art teachers' working in their primary discipline). Retirees and interns are eligible at the discretion of the company involved. Employee family members and relatives are not eligible.

Criteria for Submission of Artists' Work

1. **Artwork submitted must be original creations** – copies of any published works or craft kits will not be accepted;
2. **Each employee entrant may submit up to three pieces for judging** – these works may be all in one category or in various categories; program coordinators may accept more pieces per artist for exhibition;
3. All work submitted must have been completed **within three years of entry**;
4. Submitted works must be **finished works, display ready**, and include hardware for mounting or display; submit display instructions/materials for unusual pieces.

Categories (THESE ARE ONLY SUGGESTIONS FOR CATEGORIZING ART WORKS)

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|---|----------------|-----------------------------|
| 1. Painting (oil, acrylic, watercolor) | 2. Ceramics | 3. Printmaking |
| 4. Drawing (pen, pencil, ink, charcoal) | 5. Sculpture | 6. Photography (color, B&W) |
| 7. Collage / Assemblage | 8. Fiber Art | 9. Glasswork |
| 10. Computer Art | 11. Metal Work | 12. Mixed Media |
| 13. Wood Work | 14. Jewelry | |

Process

Each company participating in the program will be represented through its own company program coordinator(s) who will work with the Cultural Resources Council's On My Own Time Program Coordinator to produce the annual event.

Company Program Coordinator Responsibilities

1. Promote On My Own Time at the company level to attract employee entrants. (e.g.: using posters, flyers, e-mails, intranet postings, and other communications.)
2. Register employee entrants and their artwork.
3. Within the limits of the time frame specified by CRC, mount an in-house company art show of employees' works. Prepare a numbered list of entered art pieces with artists' names. Numbers should correspond with identification cards posted next to each piece of art at the in-house show. Each member of the art selection panel (usually 4) will require a copy of your list at time of judging.
4. On scheduled day of judging, greet judges and remain available to address questions if possible.
5. Facilitate arrangements made by CRC to photograph two art pieces, which will be selected from those chosen for the Everson Museum of Art public exhibition, for reproduction in the 2012 OMOT catalog.
6. Prepare, for CRC, information necessary both for the catalog production and the exhibit opening reception: **1.** Company details for your company's page in the catalog, plus a display ad if included in your sponsorship level **2.** A mailing list of those you would like to receive an invitation to the reception, including all of your OMOT participants. (This information will be requested during July/August.)
7. Facilitate the transportation of art pieces selected for public exhibit to the Everson Museum of Art during hours specified on move-in day. Art work must be properly labeled and ready for mounting/display. Provide a list of all artworks selected for exhibition at the Everson with their sale prices* (or NFS if not for sale).
8. Represent your company at Exhibit Opening Artists' Reception. On behalf of those employees whose works were selected for the Everson show, accept recognition certificates presented at the reception.
9. When exhibit is dismantled, facilitate **the pick-up of artwork** from the Everson Museum of Art during hours specified on pick-up day.
10. Facilitate OMOT 2012 participation/sponsorship fee payment.

Selection Panel

A panel of professional artists, accompanied by a CRC staff person, will visit each company's in-house art exhibit to identify and select outstanding works. **Note:** The selection panel reserves the right to stipulate proper artwork finishing as a condition for public exhibit; An average of five pieces is chosen per company. This will vary depending on the size of the in-house show and the number of participating companies. No more than one piece per artist will be accepted for the Everson exhibit. The Everson reserves the right to final selection for public exhibit.

Program Promotion

At the company level, coordinators are asked to publicize On My Own Time in company newsletters, flyers, posters, etc. Please include recognition of the Cultural Resources Council and the Everson Museum of Art on all printed materials. CRC will submit promotional materials to public media; companies may also submit materials to public media.

*Information Submissions

Catalog Information and Invitation Mailing Lists may be submitted by mail, by fax at **315.435.2160**, or by e-mail to omot@mycnvarts.org. CRC suggests that lists are created in Microsoft Excel.