



SPACEWORKS CARD

APPLICATION INSTRUCTIONS

Performing artists need a Spaceworks Card to reserve rehearsal space and enter a Spaceworks rehearsal facility. All applications for the Spaceworks Card will be collected online. There is a one-time, nonrefundable \$10 application processing fee, collected at the time of submitting.

Spaceworks is non-curatorial—all performing artists can apply. Spaceworks rehearsal spaces are rented exclusively for the creation of artworks. Classes, performances and other programming are currently not supported.

1. REGISTER ON SPACEWORKSNYC.ORG

The first step towards applying for a Spaceworks Card is registering online at spaceworksnyc.org. After you register you may begin working on the application.

2. SUBMIT YOUR APPLICATION

After registering, the link to start working on your application can be found at spaceworksnyc.org/rehearsalspaces/spaceworks-card

In order to submit an application for Spaceworks Card artists must first create a user account with Submittable.com, Spaceworks' application manager. Once you have created a Submittable.com user account you will be able to start, save and continue working on an application at your convenience. Please note: there is a one-time, nonrefundable \$10 application processing fee to submit your application.

For your application you will be asked to submit the following materials:

a. Up to 4 Work Samples. Artists are

encouraged to submit samples of work created within the last 2 years. *Accepted formats: JPG, GIF, TIFF, PNG, MOV, AVI and/or MPG. Video URLs are also accepted. Please note: videos shall not exceed a runtime of 2 minutes. All files must be under 100MB each.*

b. Artist Resume. *Limit 10,000 characters.*

c. Statements. *Limit 1000 characters each:*
- Artist Statement: what motivates you as an artist?
- Intended Use of Space: Why do you need an affordable studio space?
Please include work schedule and/or upcoming exhibitions/presentations.

You will receive a confirmation email when your application is received. Remember to keep your contact information current in your spaceworksnyc.org account.

3. PICK UP YOUR SPACEWORKS CARD

When your application is processed (please allow 2-4 weeks) Spaceworks will mail you an invitation to pick up your Spaceworks Card.

If you have questions about the application please contact Spaceworks at info@spaceworksnyc.org or (718) 408-8755.