

ARCUS Project 2020 IBARAKI Artist-in-Residence Program Application Guidelines

To complete your application, please follow guidelines below.

STEP 1. Upload and send personal information, statement, and essay.

STEP 2. Upload JPEG image(s) and PDFs online.

STEP 1: Send personal information, statement and essay online

In this step, you need:

- **Personal Information**
- **Statement**
- **Essay**

For the details, please refer to page 2.

STEP 2: Upload JPEG images and PDFs online

In this step, you need:

- **1 to 10 JPEG images of your works**
- **1 PDF of CV**
- **1 PDF of a copy of passport or identification with a photograph (and a certificate of residence if you are applying as an artist based in the Netherlands)**
- (Optional) 1 PDF of Video Description

For the details, please refer to page 2 and 3.

If you are unable to upload data online at this step, please refer to page 5.

Online Application Deadline: May 12, 2020 (23:59:59 UTC+9)

NOTE:

- All application process should be completed by May 12, 2020 (23:59:59 UTC+9).
- Multiple online applications and application IDs are not accepted.
- Application via email or fax will not be accepted.

How to apply

STEP 1. Upload and send personal information, statement, and essay

1. Before accessing online application form, prepare statement and essay.

Statement: Briefly describe your main concerns and/or focus in your activities as an artist.

*max. 200 words / English only

Essay: What kind of research/project/work would you like to conduct, and how will you realize it?

*max. 500 words / English only

2. Access the online application form from ARCUS Project's website (<http://www.arcus-project.com/en/residence>).
3. Fill out the application form.
4. Click "Confirm" button.
5. Check all information.

*You cannot make any change after submission. Please double-check at this point.

6. Click "Submit" button.
7. After submission of the application form, you will receive an automated confirmation email which contains following information:
 - A. Application ID
 - B. URL to upload JPEG images and PDFs
 - C. User ID (your e-mail address)
 - D. Password
 - E. All information you submitted on the online form

*Please make sure to keep application ID, URL, user ID, and password for step 2.

NOTE:

- **An applicant cannot submit more than one application. For group applications, please apply only once in the name of one representative and include the names of all members of the group in the statement box.**
- **If the automatic confirmation e-mail does not reach you after submission, please check your spam folder. The e-mail might end up there.**

STEP 2. Upload JPEG images and PDFs

For completing the application, you need to submit images of your works, CV, and a copy of ID.

If you wish to include video works with your application, please submit a PDF of video description.

1. Prepare following materials in the requested formats.

JPEG images

Images of your works (Required)

- 10 images maximum (*You should submit at least one image of artwork.)
- Each image should be accompanied with information (title, year, medium, dimension, and description)
- Less than 2MB each

PDFs

1: CV (Required)

- 1 file up to 3 pages
- Less than 2MB

2: Copy of passport or identification with a photograph (and a certificate of residence if you are applying

as an artist based in the Netherlands) (Required)

- 1 file
- Less than 2MB

3: Video Description (Optional)

Only if you wish to include video/sound works with your application.

3-1. Download "Video Description" from ARCUS Project's website (<http://www.arcus-project.com/en/residence>).

3-2. Upload your video/sound works to a video hosting website such as Vimeo and YouTube.

3-3. Fill out the form.

- 3 videos maximum. Total length of all works or excerpts should not be more than 15 minutes.
- Less than 2MB

2. Access to the URL indicated in the confirmation email and login with your user ID and password.

3. Upload JPEG

3-1. Click "Select" button to browse a JPEG image to upload.

3-2. Enter the requested information of the uploaded image in the text fields.

3-3. Click "Upload" button.

3-4. When the image is successfully uploaded, you will see the thumbnail of the uploaded data and icon of the text on the page.

*The name of file is automatically renamed as "01.jpg", "02.jpg" to "10.jpg" corresponding with the order of uploaded images.

*If you click the "x Delete All" button, you can clear all the data (including PDF). If you want to change uploaded images, please start from the beginning.

3-5. You can upload max. 10 image files. It should be uploaded one by one. If you would like to continue uploading other images, please repeat the process 3-1 to 3-3.

4. Upload PDF

4-1. To upload a PDF, use the PDF upload section at the bottom of the page.

4-2. Click "Select" button to browse a PDF file to upload.

4-3. Click "Upload" button.

4-4. When a PDF is successfully uploaded, you will see an icon of the PDF on the page.

*If you click the "x Delete All" button, you can clear all the data (including JPEG). If you want to change uploaded PDF, please start from the beginning.

4-5. You can upload max. 3 PDFs. It should be uploaded one by one. If you would like to continue uploading other PDFs, please repeat the process 4-2 and 4-3.

5. When you finish uploading all images and PDFs, click "LOGOUT" button.

There is no "submit" button or confirmation email at the end of step 2. Your application will be completed automatically when the online application system closes on May 12, 2020 (23:59:59 UTC+9).

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Postal application

In case you are unable to upload the JPEG images of your work or PDFs online at step 2, you can send all required materials to ARCUS Studio via postal mail. However, you should finish step 1 online application and receive the application ID. Application without application ID will not be accepted.

Required materials:

1: Images and description of your works

- Images should be saved in a CD-ROM or USB flash drive
- Should be accompanied with a completed form of “List of Works” (please download from ARCUS Project’s website (<http://www.arcus-project.com/en/residence>) and print it in A4 size (210mm x 297mm)
- 10 images maximum (JPEG only)
- Less than 2MB each
- To correspond with the order of “List of Works, ” each file should be named as follows:
01.jpg, 02.jpg, 03.jpg, 04.jpg, 05.jpg, 06.jpg, 07.jpg, 08.jpg, 09.jpg, 10.jpg
- All files should be saved in one folder named your “application ID”
- Write your application ID on the disk/USB flash drive and “List of Works”

2: CV

- 2-1. Download “CV Form” from ARCUS Project’s website (<http://www.arcus-project.com/en/residence>)
- 2-2. A4 size (210mm x 297mm), no more than 3 pages
- 2-3. Write your application ID

3: Copy of passport or identification with a photograph (and a certificate of residence if you are applying as an artist based in the Netherlands)

- A4 size (210mm x 297mm)
- Write your application ID

Optional

4: Video/sound work files

- Files should be saved in a CD-ROM or USB flash drive
- Should be accompanied with a completed form of “Video Description” (please download from ARCUS Project’s website (<http://www.arcus-project.com/en/residence>) and print it in A4 size (210mm x 297mm)
- 3 videos maximum. Total length of all works or excerpts should not be more than 15 minutes
- Should be able to be played on a DVD player not only on a computer
- NTSC format only
- Should not contain any other data than video/sound
- Put your application ID on the DVD disc/USB flash drive and “Video Description”

Mailing Address: ARCUS Studio
2418 Itatoi, Moriya City,
Ibaraki Prefecture
302-0101
Japan

Tel: +81 297 46 2600

Postal application should arrive by: May 12, 2020 (JST)

NOTE:

- Applicant should finish step 1 online application on ARCUS Project's website and receive application ID. Application without application ID will not be accepted.
- Please only use the forms downloaded from ARCUS Project's website.
- Any applications that fail the requirements will not be accepted.
- Do not staple the application materials.
- Do not send any extra materials at the time of application. Any applicants who send the extra materials will be excluded from the subject of screening. Further details about the proposal, catalogs of past exhibitions, portfolio, etc. as supplementary materials for the screening process will be directly requested of each applicant as necessary by the ARCUS Project Administration Committee.
- Posted materials will not be returned to the applicant.
- Application via email or fax will not be accepted.
- Postal applications that arrive at ARCUS Studio after the deadline will not be accepted.