



The BYTOWN MUSEUM: Application, Community Gallery Exhibitions

Project Proposals

The BYTOWN MUSEUM is currently seeking proposals from local exhibitors, embassies and community organizations who would like to tell the story of their community in Ottawa, or exhibit their local art or photography, through a small exhibition at the museum. Exhibits are to be mounted in the Community Gallery; a unique space, formerly the cooper's workshop for the Commissariat.

These exhibitions can include framed photographs, small artefacts, textiles, works of art and even multi-media displays. These community exhibits/showcases can run anywhere from 3- 6 months.

We are committed to telling the stories of our City from all aspects, and we would love to work within the community to expand on our current exhibits, tell new stories and gain local community partners.

We welcome individuals, community groups, embassies and consulates and more to this process.

Please note that a committee made up of permanent staff members of the BYTOWN MUSEUM will make the final selection, and will work with successful exhibitors on a production schedule.

Thank You! Please do not hesitate to contact me with any questions.

Grant M. Vogl

Collections and Exhibitions Manager

The Bytown Museum

Bytownmuseum.ca | museebytown.ca

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@bytownmuseum

@LtCol_JohnBy

The BYTOWN MUSEUM

Located in the heart downtown Ottawa, the BYTOWN MUSEUM explores the stories of an evolving city and its residents from its early days as Bytown to present day Ottawa. The Museum is located at the Rideau Canal's Ottawa locks, a UNESCO World Heritage Site, between Parliament Hill and the Fairmont Château Laurier hotel—one of the most picturesque sites in the city.

The history of the BYTOWN MUSEUM begins with the Women's Canadian Historical Society of Ottawa (WCHSO), founded in 1898. The WCHSO quickly amassed a collection of artifacts relating to the history of Bytown/Ottawa. It became apparent that a museum was required to house this impressive collection and in 1917 the BYTOWN MUSEUM opened its doors.

In 1951, the BYTOWN MUSEUM moved to its current home, the Commissariat. The building was a treasury and storehouse during the construction of the Rideau Canal. In 1956, the WCHSO admitted men for the first time and thus changed their name to the Historical Society of Ottawa (HSO). Today the museum is run independently from the HSO.

Mission

The BYTOWN MUSEUM explores the stories and values of an evolving city and its residents from its first inhabitants and the early days as Bytown to present day Ottawa. The Museum is committed to engaging our visitors and community in discovery and dialogue to deepen the connection to community and foster an understanding and pride of place.

Vision

The BYTOWN MUSEUM will provide the residents of Ottawa, and visitors from abroad, with a sense of identity with and pride in Ottawa's rich story. Through its collections and programs, the Museum aspires to be a model of excellence in furthering knowledge and pride of place among diverse visitors of all ages.

Mandate

The BYTOWN MUSEUM's mandate is to collect, preserve, study and make available the material culture that reflects the stories of the regions first inhabitants and the early days as Bytown to Ottawa in 1918 at the end of World War One, and to further knowledge and understanding of Ottawa's heritage of diversity, opportunity and perpetual transformation to both local residents, from the immediate neighbourhoods and the wider Capital Region, and to visitors from Canada and abroad.

Location

The BYTOWN MUSEUM
Commissariat Building
1 Canal Lane Ottawa, Ontario K1P 5P6

(Between Parliament Hill and the Fairmont Château Laurier)



**MUSÉE BYTOWN MUSEUM Community Gallery
Application Form**

Name of Exhibiting Group/Organization:

Contact:

Exhibition Details

Title (or working title):

Please provide a brief description of the proposed exhibition, including the primary concepts and themes that you intend to express (use extra space if required- the more information the better) :

Call for Proposals
Community Exhibitions at the Bytown Museum

Please outline the number and type of objects and display items that will be included within the exhibition and how they will be displayed:

i.e., framed photograph of x, 25cm x 50cm, hung on wall

i.e., souvenir ribbon, 10cm x 5cm, display case

i.e., pop-up display banner, 40cm x 180cm, on floor

i.e., printed display panel, 30cm x 50cm, hung on wall

If available, please include photos or JPEGs of your works, artefacts etc., and/or sample texts.

Call for Proposals
Community Exhibitions at the Bytown Museum

Responsibility:

The BYTOWN MUSEUM will provide

- The exhibitions space, including painted walls.
- *Paint will be refreshed/update as required, but WILL NOT be re-painted for each exhibition. An exception may be made for longer-running shows
- Consultation on design, production and installation of exhibition.
- Minor design elements (lighting, sign vinyl, installation hardware, small display cases).
- Translation for main exhibition texts (into other official language as required).
- Advertisement for the exhibition (Website, FB, Twitter etc.)

The EXHIBITOR will provide

- Display materials (text panels, labels, etc.)
- Artefacts, photographs, and other objects
- All text in at least 1 official language (Bilingual exhibits welcome, as well as information in additional languages based on the community exhibiting the works. i.e. in French, English and German etc.).
- *All texts must be provided a minimum of 1-month (the earlier the better) in advance.
- ***Note: Exhibit content WILL NOT be changed, however, the BYTOWN MUSEUM reserves the right to remove offensive or blatantly erroneous materials/content from the exhibit "script".
- Volunteers and people to install the exhibition (Museum staff are able to provide assistance).

Liability:

The BYTOWN MUSEUM is not responsible for the loss, damage or theft of materials displayed in the Community Gallery. It is the responsibility of the exhibition organizer to secure the appropriate level of insurance for objects included within. It is also the responsibility of the exhibition organizer to obtain the appropriate legal permissions and releases for all photographic and audio-visual materials within.

Professionalism:

All materials within the Community Gallery must meet the standards of the BYTOWN MUSEUM in terms of quality of materials, design and content. Where necessary, the BYTOWN MUSEUM may be able to assist in small elements of the exhibit (i.e. "tombstone" exhibit labels etc.)

***Note: The BYTOWN MUSEUM reserves the right to refuse any exhibition component thereof that is deemed offensive or inappropriate.

Please return completed applications to:

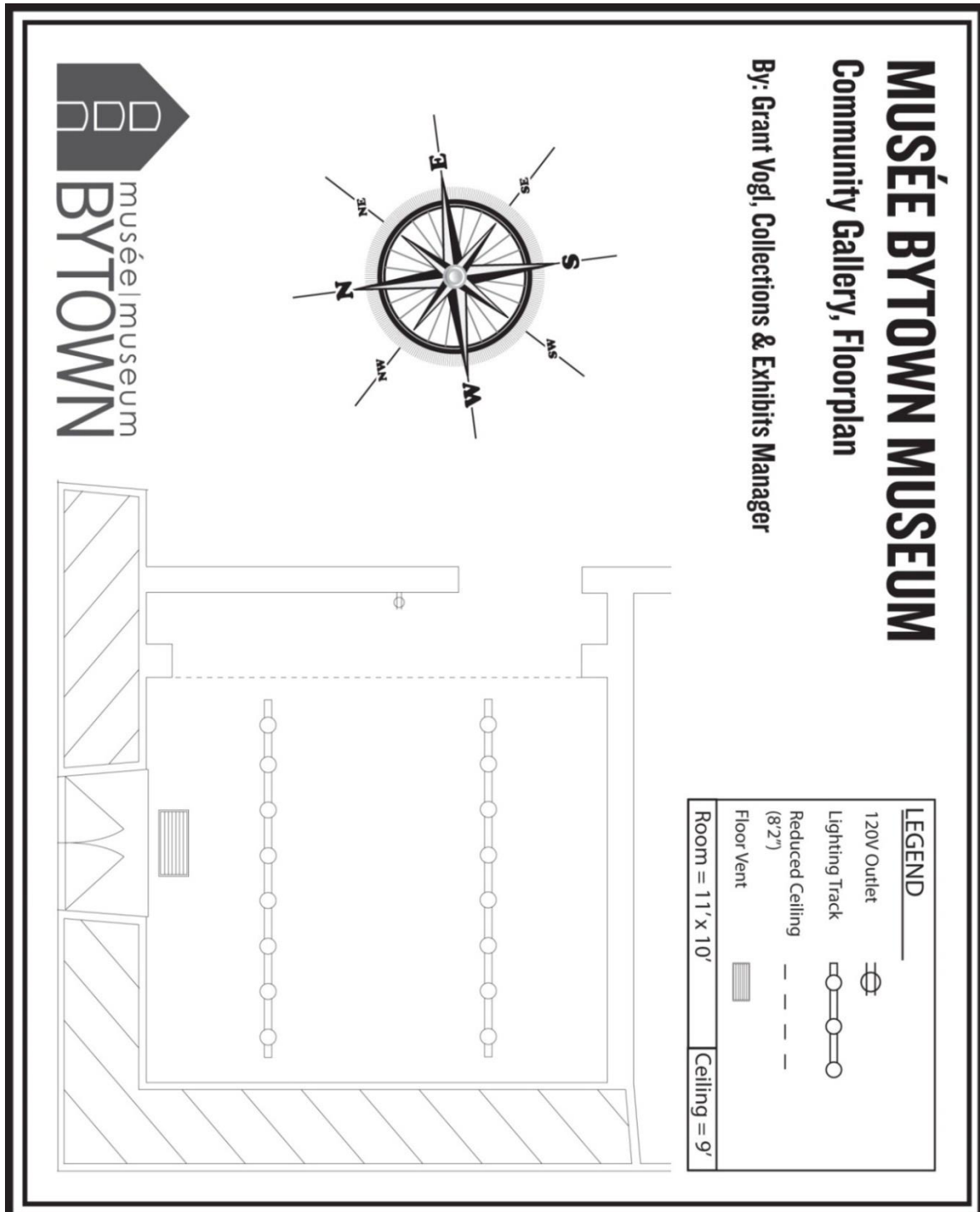
The Bytown Museum c/o Community Gallery Application
P.O. Box 523 Stn. B Ottawa, ON K1P 5P6

grantvogl@bytownmuseum.ca

Fax: 613.234.4846

THANK YOU!

Appendix 1- Community Gallery Floorplan



Appendix 2a- Label Copy

As part of the Community Gallery program, each artefact or photograph should be accompanied by, at a minimum, a “tombstone” label for visitors. This will ensure that our visitors are able to identify the objects that they are looking at.

These simple labels can be printed on a number of mediums, and include the following information where available. The BYTOWN MUSEUM can provide consultation on this.

Maker, *Object Name*, Year, Medium, Collection

i.e.

S.J. Jarvis, *Mr. John Smith*, 1912, photograph, private collection

Appendix 2b- Extended and other Label Copy

Additional “extended labels” of 50 – 100 words each are encouraged, but not required.

Additional information can also be included “introduction” and “conclusion” panels that will act as book ends for the display.

Label texts should be clear, concise and easy to understand.