



CNY Arts

On My Own Time 2024

Fact Sheet

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 spotlight local workforce members who create visual art 'on their own time'. Its goal is to promote appreciation and support of visual arts and recognize individual creativity in our region.

2. **Sponsoring Agencies**

The program was created in 1974 by CNY Arts (then the Cultural Resources Council), Central New York's regional arts council, in cooperation with the Everson Museum of Art. Each year's participating organizations are also co-sponsors of the event.

3. **Purpose of program**

To create a bridge between the business and arts communities in a collaborative setting that encourages, recognizes, and celebrates creativity in the local workforce. This joint effort promotes an appreciation of the importance of arts and culture to the economy and quality of life of the Central New York community.

Eligibility

Companies / Organizations / Businesses

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

Employee Artists

Any full or part-time employee of participating companies who is not a professional artist (exception: school art teachers may enter work that is not in their primary discipline). Retirees and interns are eligible to submit art work at the discretion of each company. Employee family members/relatives are not eligible.

Criteria for Submission of Artists' Work

1. **Art work submitted must be original creations** – Copies of any published artwork or craft kits will not be accepted.
2. **Each employee entrant may submit up to three (3) pieces designated for adjudication** – These pieces may be all in one category or in various categories. Program coordinators are free to accept more pieces per artist for company's on-site exhibition only. Coordinators should clearly mark those pieces intended for adjudication on the art list provided to adjudicators.
3. All work submitted must have been completed **within three years of entry**.
4. Submitted artwork must consist of **display ready, finished pieces**, and include hardware for mounting or display. Please ask artists to submit display instructions/materials for unusual pieces.

CATEGORIES (suggestions for categorizing artwork)

Painting (oil, acrylic, watercolor)
Drawing (pen, pencil, ink, charcoal)
Collage / Assemblage
Computer Art
Woodwork

Ceramics
Sculpture
Fiber Art
Metalwork
Jewelry

Printmaking
Photography (color, B&W)
Glasswork
Mixed Media

PROCESS

Each participating company appoints a staff member(s) as its **On My Own Time Company Coordinator(s)** who will work with CNY Arts to produce the annual event. The Company Coordinator is the On My Own Time “point person” for the business and will field questions and share program information with the employee-artists as well as arrange the in-house exhibit.

The On My Own Time program begins with individual company exhibits of employee art scheduled by each participating company any time between March 18 and May 17, 2024. CNY Arts will arrange for the adjudication of each exhibit by a panel of volunteer arts professionals. Adjudicators select several pieces from each company exhibit to be included in the On My Own Time grand finale exhibit to be held in Fall 2024. The finale exhibit is a 5 week public exhibit of selected pieces held at the Everson Museum of Art in the fall. An artists' reception, attended by artists, company coordinators, and colleagues, family, and friends, is held at the beginning of the finale exhibit's run.

Company Program Coordinator Responsibilities

1. Promote On My Own Time at the company level to attract employee entrants. We suggest using posters, flyers, e-mail, intranet postings, social media, etc., to let staff members know about the opportunity to submit their art work to your On My Own Time exhibit. A customized e-mailable flyer can be provided by CNY Arts at your request.
2. Facilitate OMOT 2024 participation/sponsorship fee payment to CNY Arts. You will receive an invoice.
3. Prepare a preliminary registration list of employee entrants and their artwork listing each artist's name, full art work title, year art work was created, and the approximate dimensions of the art work. Provide the CNY Arts Coordinator with the date(s) of your on-site exhibit.
4.
 - a. Mount an exhibit of employee artwork at your business site, for a time period of at least one weekday, available for viewing by your employees and CNY Arts adjudicators. If you prefer, you may request a specific day/time for adjudication, and the adjudication panel will do its best to accommodate your request.
 - b. Prepare a numbered list of entered art pieces with each artist's name and full art work title, the year the art work was created, and the dimensions of the art work. (You will be provided with a template form.) Numbers on this list should correspond with numbered identification cards posted next to each piece of art at your in-house exhibit.
5. Provide the CNY Arts Coordinator with information needed to visit your exhibit on the scheduled day of adjudication, such as directions and parking information. You or a designated staff member should be available at the adjudication to greet adjudicators and answer any questions about the exhibit.
6. Arrange to transport two art pieces to the On My Own Time photographer's studio per arrangements by CNY Arts. These two pieces will be selected by the On My Own Time adjudicators from among the total pieces chosen for the finale exhibit, and the photos will appear in the 2024 OMOT catalog. *(The adjudicators will let you know which pieces were chosen to be photographed on the day of adjudication. One piece will be photographed in color and one in black and white to meet the catalog print requirements.)*
7. Provide information for the On My Own Time catalog:
 1. Text to appear on your company's page.
 2. Proof/approval of the draft of your catalog page.
(Please note that no changes can be made to the page after approval.)
 3. Silver and Gold level sponsors also provide a camera-ready ad for the catalog.

8. Distribute reception invitations to artists and colleagues. *The participation/sponsorship fee includes 2 reception tickets for each artist whose work was selected for exhibition at the Everson, plus a minimum of 2 additional tickets for company coordinator/representatives (# depends on sponsorship level). Additional reception tickets may be purchased through CNY Arts.
9. Transport art pieces selected for the finale public exhibit to the Everson Museum of Art during the scheduled hours on move-in day or arrange for transportation by the selected artists. Art works must be properly labeled and ready for display and be accompanied by a list including your company name, artists' names, art work titles, and the company coordinator's name and phone number.
10. Distribute reception tickets and information to your company's selected artists. Represent your company at the Artists' Reception at the Everson Museum of Art or designate a company representative.
11. Pick up art work from the Everson Museum of Art or arrange for pick up during the scheduled hours on pick-up day.

Selection Panel

A panel of volunteer adjudicators who are local arts professionals, accompanied by a CNY Arts staff member, will visit each company's in-house art exhibit on one weekday during its run to select outstanding works of art for the Everson Museum of Art finale exhibit held in the fall.

Note: The selection panel reserves the right to stipulate proper art work finishing (i.e., matting, framing) as a condition for public exhibit at the Everson Museum of Art. The museum also has hardware requirements for hanging pieces. The number of pieces chosen will vary depending on the size of each in-house company exhibit and the overall number of participating companies—roughly 15% of the works at each company are usually selected. No more than one piece for any particular artist will be selected for the Everson exhibit. The Everson Museum of Art reserves the right to final selection for public exhibit.

Program Promotion

At the company level, coordinators are asked to promote employee participation in On My Own Time via company newsletters, flyers, posters, e-mail, and/or social media, etc. A personalized On My Own Time flyer (PDF) can be requested from CNY Arts.

Some companies choose to host an artists' reception at their company site as well. A CNY Arts staff or board member would be happy to attend this event to represent the agency. You're encouraged to develop any other activities around your on-site exhibit, such as inviting staff members and/or visitors to vote for their favorite exhibit pieces. If you would like more ideas, we can share the activities that On My Own Time companies have created in the past.

Please name CNY Arts on all printed materials promoting **On My Own Time**. We will provide you with the CNY Arts and On My Own Time logos. CNY Arts will submit promotional materials to print and broadcast media and promote the event and participating company names through the CNY Arts website, newsletter/news blog, regional Arts & Entertainment online calendar, social media channels, and other outlets. Companies may also wish to submit materials to media to promote their On My Own Time participation. Please provide CNY Arts with a copy of any On My Own Time related press materials you may send out.

Thank you! Please e-mail omot@cnyarts.org or call 315.435.2157 with any questions.

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