



THIRD SHIFT Contemporary Art Festival
Third Space Gallery
87 Prince William St, Suite 201
Saint John, NB, E2L 2B2

THIRD SHIFT FESTIVAL FAQ

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INTRODUCTION

This document serves as a general guide for artists who are interested in learning about the processes for THIRD SHIFT and Third Watch. The artist fees reflected below are subject to change per CARFAC Minimum recommended industry standards. They are currently adjusted to represent more than the 2024 schedule.

THIRD SHIFT is a contemporary art festival presented by Third Space, a not-for-profit artist-run centre in Saint John, New Brunswick, that includes temporary installations, interventions, performances, projections, and events.

Established in 2015, THIRD SHIFT holds space for new experiences and communal exchange through the exhibition of [con]temporary public art. For more information about THIRD SHIFT and to see installations from previous festivals, please visit the [festival website](#).

The land on which THIRD SHIFT takes place is the unceded and unsurrendered territory of the Wolastoqiyik and Mi'kmaq peoples. This territory is covered by the "Treaties of Peace and Friendship" which Wolastoqiyik and Mi'kmaq peoples first signed with the British crown in 1725. The treaties did not deal with the surrender of lands and resources but, in fact, recognized Indigenous sovereign title and established the rules for what was to be an ongoing, equitable, reciprocal, and respectful relationship between nations—a relationship that Third Space strives to uphold. To learn more about Indigenous territories, treaties, and languages, the [Native Land Interactive Map](#) is a great resource and educational tool.

Now condensed into a 3-day format, it exhibits installations for one night only, followed by two days of workshops, screenings, and artist talks.

If there are any questions or concerns about the topics covered in this document, please reach out by email to the Executive Director at <tiersespace@gmail.com> or to the festival team at <thirdspacesubmissions@gmail.com>.

FESTIVAL PRIORITIES

Please be mindful of the following festival priorities when creating your application:

- We encourage proposals that reflect Third Space's objectives as an alternative, non-commercial, contemporary artist-run centre. Learn more about [Third Space's mandate here](#).
- We encourage all mediums to apply. Consider ways to display your work outside of the traditional gallery setting.
- We encourage emerging artists, creatives, arts workers, and makers to apply—even if you have never made art in a formal capacity before, you are welcome.

- We aim to support efforts that are exploratory, challenging, and critical in nature.
- We encourage proposals for interactive and engaging installations.
- We encourage applicants to propose new work as well as projects that have been started or completed elsewhere.
- We encourage proposals that are relevant to our community in Saint John, New Brunswick.
- Artworks in this festival will not be for sale, please submit proposals for non-commercial artwork only.

SUBMISSION LIMITATIONS

Artists are allowed to submit applications for both THIRD SHIFT and Third Watch each year. Below are the specifics for each call.

THIRD SHIFT

Artists may submit only 1 project proposal for consideration per year. We encourage artists to revisit the festival calls if unsuccessful, as a project may be better suited depending on the parameters set by the new themes each year.

THIRD WATCH

Artists may submit up to 3 audio-visual projects for consideration per year. Each work should have its own completed application. Due to limited funds and wanting to give all successful applicants an opportunity to have their works presented within the time constraints, no more than 2 successful works per artist will be presented during the final screenings. The submissions team will inform the artist should multiple works be accepted for the lineup.

BUDGETS

A brief budget is required for the initial application of the proposal, detailing the breakdown of the costs to produce a project to completion, up to the amounts indicated in the table below. A formal/balancing budget is not required. Artists are expected to submit their receipts and a grand total of their material expenses to the Executive Director by email before the last day of the festival in order to be compensated for their project costs. Receipts submitted later than the last day of the festival will not be considered due to Third Space's fiscal year ending on August 31st.

FINANCIAL COMPENSATION

Artists can expect to be paid in full for their fees, accommodations, material reimbursement, and other costs no later than the last day of the festival via cheque (or e-transfer should the artist not be present).

Should an artist require a portion of their payment upfront (i.e. travel costs across Canada, booking a flight, shipping, etc), please get in touch with the Executive Director to organize and confirm this arrangement.

If an artist has a preferred name that differs from their legal/given name, please also inform the Executive Director before payments are made in order to reduce miswritten cheques and banking complications.

Please note that rows marked with an asterisk are conditional and may not be applicable to every artist.

Project materials reimbursement	Up to \$300
*Workshop materials reimbursement	Up to \$250
*Installation fee	\$250
Exhibition fee (individuals)	\$450
Exhibition fee (collectives)	\$650
Exhibition fee (community partners)	\$650
Screening fee	\$150
*Panel fee	\$350
*Workshop fee	\$350
Accommodations (per night)	\$100
Travel (within the Atlantic)	Up to \$150
Travel (within Canada)	Up to \$350
Accessibility fund	Up to \$200

ACCESS TO RESOURCES ON SITE

THIRD SHIFT is able to provide a limited number of resources to help with the completion of a project on the main night should the artist be unable to source their own. The festival encourages artists to loan technical/audio-visual equipment for their projects, reimbursements for these items will be included in their materials upon proof of receipts. If an artist wishes to purchase a piece of equipment, but does not require it beyond their festival project, we are happy to accept donations in order to build THIRD SHIFT's resources for future years. Due to limited quantities, availability for these are first come, first served. Below is the list of supplies the festival can currently lend to artists to help finalize their installations:

- Power bars
- Extension cords
- Zip ties
- Duct tape
- Scissors
- Projector
- Brightsign media player
- Extendable projection screen
- Pop up canopy
- Tarps
- Turf
- Collapsible 6ft table
- Collapsible chairs
- Chalkboard

TRAVEL AND ACCOMMODATIONS

We are able to cover up to \$150 for those who are travelling within Atlantic Canada. For artists who will be travelling in from outside of Atlantic Canada, we are able to cover up to \$350. Our team is also able to provide grant-writing assistance for those applying for province-specific travel grants to help cover any travel-related costs.

THIRD SHIFT has an ongoing partnership with Chipman Hill Suites, who have provided us with discounted rates for our artists throughout the years, and have various Uptown locations in the City of Saint John. You can reserve your stays at the Chipman Hill Suites through the following contacts:

Chipman Hill Suites
Saint John, NB, Canada E2L 1A1
Phone: 1.506.693.1171
Toll free: 1.877.859.3919

Email: sleep@chipmanhill.com
www.chipmanhill.com

In past years, artists have not been able to secure a spot if they wait until the month of the festival to book their room, so please keep this "deadline" in mind. Please also mention your connection with the THIRD SHIFT festival when you book your room in order to obtain the discounted rate.

Artists will be offered a discounted stay in a Superior Studio Suite for \$134+tax/night (rates may change), and we will be able to cover \$100/night per room (i.e. if an artist stays Friday and Saturday night, we will cover \$200 of the total stay). This should even out to \$34+tax/night for each artist. The Superior Studio Suite includes: A studio room with a king bed, fully equipped kitchenette, and a 4-piece bathroom with a regular tub.

If the cost of travel or accommodations are out of budget after these discounts, for whatever reason, please reach out to the Executive Director directly, and we can organize something together. We hope to make everyone's visit in Saint John as accommodating and accessible as possible.

FESTIVAL WEEKEND RUNDOWN

FRIDAY (MAIN NIGHT)

Once settled in Saint John after checking in at the Chipman Hill or their hotel of choice, artists will need to set up their artworks in their designated locations in the afternoon on Friday, roughly around 4pm-5pm. Artists are sectioned into different zones around the occupying area and are given direct contact information to the on-site liaisons (Festival Associate and Executive Director). Each zone should have 5-10 volunteers who will rotate on occasion and be present with each installation to assist artists with any difficulties or technical problems, as well as inform the attendees of the work, provide directions and navigation of the festival routes, and accompany artists if need be. We intend to make our helpers visible with our Volunteer bucket hats and safety vests. Artists will be able to wear a lanyard to make themselves visible in the crowds.

Each installation will have a wooden board with important information on it (Artist name, project title, description, biography, QR code, etc.) and should be visible and near/next to the artist's installation. There will be a Hub outside, located outside at the top of the Saint John City Market, where merchandise (hats, totes, tshirts), posters, stickers, pins, event guides, and water/snacks can be found. The Festival Associate and Executive Director will be hovering around the area to help artists during set-up and throughout the evening, and at the conclusion of the event from 12am-2am, everyone's works should come down or be placed in a safe location until morning when they will be retrieved.

Artists who are not required to be present for their works do not need to be stationed at their location the entire night. Any technical equipment or expensive materials will be supervised at all times by volunteers. Any timed or exclusive artworks (performances, interactive artworks) will be noted ahead of time so that everyone who wants to participate can.

WORKSHOPS

SATURDAY AFTERNOON

Workshops are selected by the Executive Director after the proposal recommendations have been made by the jury. The selection process for workshops is based on concept, feasibility, practicality, and budget. The THIRD SHIFT team will select 1 to 2 workshops to host during the weekend of the festival, taking place on Saturday afternoon following the main event on Friday night. These workshops invite artists to explore their project or practice on a smaller or more accessible scale, open to the public and free of charge. Registration for workshops are coordinated by the THIRD SHIFT team via Eventbrite, an online ticketing system, to help track attendance, interest, and material costs.

We suggest that successful workshop applicants plan to accommodate up to 15 participants. Venue locations are also organized by the team and confirmed with the artists to make sure all their needs are met (i.e. workshop requires a sink, easels, specific crafting tools, etc). Some of the available venues include Saint John Arts Centre, L'Arche Creative Connections, Haven Music Hall, InterAction School of Performing Arts, The Art Warehouse, and others. Workshops should be no longer than 2 hours and clean up will be assisted by the team.

Artists should note that their final projects should not be dependent on the creative output or attendance of a workshop. Workshops shall not provide the creative material necessary to complete the installation during the main exhibition night.

THIRD WATCH

SATURDAY EVENING

Third Watch, the newest component of the THIRD SHIFT festival, a celebration of audio-visual works, takes place Saturday evening, typically from 6pm-8pm at the BMO Theatre at 112 Princess St. Attendance at this screening event is free. While this is an all ages event, there will be a bar open and proceeds will go to the venue.

It is important to note that content shown in the Third Watch lineup may not be suitable for everyone. We will have a list of the works with their titles and potential content warnings in the

form of pamphlets, as well as digital copies through QR codes to our website, available at the door.

VIP EVENT

SATURDAY NIGHT

After Third Watch, we invite all participating artists, volunteers, and sponsors to attend our VIP event! The specific venue will be determined closer to the festival date, and will be accompanied by drinks, catering from a local restaurant, and friendly faces. This event is exclusive and we encourage everyone to swing by if they aren't too tuckered out from the THIRD SHIFT festivities.

PANELS

SUNDAY AFTERNOON

The festival comes to a close with THIRD SHIFT Conversations. This consists of an artist talk from Third Space's Artist in Residence, followed by two roundtable discussions from THIRD SHIFT & Third Watch artists. This component takes place in the early afternoon from 1pm-4pm and is free to attend. Refreshments, snacks, and merch will be available for all your festival needs. There is no registration required for this portion of the festival, and will conclude THIRD SHIFT as a whole. Artists who will be leaving Sunday will have permission to store their luggage in the venue space after they've checked out.

ACCESSIBILITY

Application assistance during the call for proposals is available for anyone who faces disability-related barriers to completing an online application and/or Indigenous applicants facing language, geographic and/or cultural barriers within the online application process. You may submit your application in English or in French. Please note that the selection process will take place in English, so your application will be translated.

In addition to the online application, THIRD SHIFT will also accept proposals via phone, video, or audio file as needed by the applicant. This process will be a 10-15 minute recorded interview that takes place between the festival organizer and the applicant where we will go through each section of the application verbally. The conversation will be recorded and shared with the jury via video or transcription.

THIRD SHIFT takes place in various venues and various outdoor locations with differing terrain. We are committed to organizing a barrier-free festival and will work with applicants to select project locations that meet accessibility requirements.

We can arrange for closed captioning, ASL interpretation, translation of artworks at the applicant's request, or any other accessibility requirement up to \$200. Please indicate if you expect to utilize one or more of these services to the THIRD SHIFT team, or if you require access to accessibility funds. We encourage folks who are new to the process to attend one of our info sessions to chat about THIRD SHIFT and clear up any questions or concerns.

EXPECTATIONS FROM ARTISTS, COLLECTIVES, AND COMMUNITY PARTNERS

For the duration between the artist's acceptance notice to the end of the festival, artists are expected to maintain consistent contact with the THIRD SHIFT team to provide the following information in order for the festival to release information in a timely manner and maintain its communications schedule.

TIMELINE

FEBRUARY & MARCH

The THIRD SHIFT team will host up to 3 virtual information sessions during the Call for Proposals. The purpose of the information sessions is to help provide a better understanding of the scope of THIRD SHIFT, as well as outline any potential obstacles, deadlines, and goals to meet during the summer. These information sessions will take place between February and March.

APRIL

All applicants will be notified of the status of their application once the jury and selection committee recommendations have been made.

MAY

All successful applicants for the THIRD SHIFT component will be asked to submit a detailed work plan/concept for their project by early May, if not already done so in their initial proposal. Successful applicants with approved work plans will be officially invited to take part in THIRD SHIFT by mid May.

JUNE

The THIRD SHIFT team will also host drop-in sessions for successful applicants once acceptance letters have been sent out. We ask that artists for the THIRD SHIFT line up to attend at least 1 virtual drop-in session during the summer to check in with the team and make sure everything is on track for the completion of their work. The dates for these drop ins will be organized by the Festival Associate in early June and will take place between mid June into July.

The information required from artists (both THIRD SHIFT & Third Watch) includes, but is not limited to:

- Headshot of artist(s) OR logo of community partner
- Preferred full name & pronouns
- Artist biography OR organization biography (max. 100 words)
- Draft project title
- Project medium(s)
- Draft project description (max. 250 words)
- 3 key words/themes to describe project

This information should be sent to the Festival Associate in early June to <thirdshiftassociate@gmail.com>, deadline to be specified.

The THIRD SHIFT team will tour the Uptown Saint John area to envision the locations of each installation in late June. These locations will be sent in a Google drive folder to all artists to confirm, work around, or troubleshoot the proposed areas. The team will then meet with the City and the department of Parks and Recreation to ensure all bylaws are respected and areas are suitable for installations.

JULY

By late June into early July, artists should have organized, booked, or confirmed their travel and accommodations plans in order to attend the festival, should their schedule allow. If an artist is not able to be present for the festival, the THIRD SHIFT team will take reasonable care in installing the artwork for the evening, but cannot be held responsible for any potential damage that may occur during the night of the festival.

Finally, artists should have a completed project title, description, and location by mid July in order for the festival's printed materials to be produced on schedule, date to be specified.

IMPORTANT NOTES TO CONSIDER

ASSISTANCE WITH PROJECT

Should artists require assistance for the completion of their projects, they will need to source their own help, the THIRD SHIFT team cannot provide creative labour on the festival's behalf. Payment for the assistance in creating a work, if requested, shall be organized between the artist and assistant(s). By default, THIRD SHIFT will only credit the artist(s) on the proposal application. Should the artist want to highlight any other individuals who helped in the process of their work, this detail should be noted to the team via email.

WEATHER

THIRD SHIFT is first and foremost an art at night festival that takes place outdoors in Uptown Saint John. Given this circumstance, artists should expect the festival to be a rain or shine event, and account for the weather in the creation of their project. Saint John is known for its foggy and somewhat rainy weather, so please keep this in mind if your piece requires a dry environment to be displayed. priority will be given to applications that are hosted outdoors, as venue spaces can be limited and/or inaccessible during the evening. The festival has the potential to lend canopies for some installations, but cannot guarantee coverage from the elements for every piece or participant. Tarps are available, but limited as well.

ART AT NIGHT

While weather is one concern, please also keep in mind that this is a nighttime event. Lighting can be limited depending on the location of the installation, and while the festival works towards creating a more visible event, the team cannot guarantee access to light fixtures or spotlights of the sort. Power outlets are almost always available for installations, as well as extension cords, but we suggest seeking out solar or rechargeable batteries to accommodate a piece for the best visibility.

RISK OF DAMAGE

THIRD SHIFT cannot be held responsible for the potential weather damage, tampering, or vandalism done to an installation due to the nature and scope of the festival. As an ephemeral event, there are risks regarding the installation of public artwork, some of which are outside of the control of the festival organizers, the volunteer team, or the artists themselves. The team will take reasonable care of the works to the best of their abilities, but please note that by participating in this festival, damage of any kind is a potential risk artists should be prepared and willing to accept.

third space
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QUESTIONS OR CONCERNS

If there is anything that has not been covered in this document that requires clarification, please contact the Executive Director by email at <tiersespace@gmail.com> or the festival team at <thirdspacesubmissions@gmail.com>. Thank you!