

InLiquid Portfolio Guide

A guide for materials to prepare for your Artist Portfolio.

Email questions to MEMBERSHIP@InLiquid.org.

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InLiquid uses Airtable for our application and submission forms. We suggest organizing all of the files for upload beforehand.

For your Portfolio Page you should prepare to upload the following files

- Selected JPG images
- Corresponding Image List
- Artist CV/ Resume
- Artist Bio
- Artist Statement
- Social Media Account Links

Mediums

Select the Mediums that represent the artwork that you are presenting on your portfolio page. These tags are used to navigate users to what they will see on the Portfolio pages.

Images and Image List

The images submitted should be a representation of the work. The works can be organized as a cohesive body or separated into multiple bodies. For planning your image order, the images upload in rows of three across.

In what format should I submit my images?

Submitted work should be **.jpeg** files. **DO NOT** send .tif or .heic files, screenshots, PDF or a presentation document of your work.

- All images should be of professional image quality, in focus, with background distractions cropped out and without glare.
- We request files be at least **2500 pixels** on the long edge of submitted images and should be no lower than **72 dpi**.
- Do not submit images with numbered titles assigned by the camera. Each image title should include (in this order) your last name, and artwork title. Example: Baylor Meadow Light

What do I need to provide on my Image List?

The top of the list should include your full name and "Image List" and each entry should include artwork title, year (optional), medium, materials used, and dimensions. Example: Meadow Light, 2026, painting, acrylic on canvas, 22" x 30"

How many images can I have on my page?

The number of images is determined by your selected Membership Plan.

- Premium 30 current / 18 archive
- Standard 15 current / 12 archive
- Essential 6 total
- Art Jewellery 15 pieces

Can I share videos on my page?

If you are a video artist, please submit YouTube links. InLiquid has a YouTube channel and can also add your works for the site.

Artist Bio

The artist bio is a short narrative that explains who you are, what you make, and why it matters. It is intended to be accessible and easy to digest.

An artist bio describes you, your work, and accomplishments in third person (he/she/they—as if someone else were writing about you).

Things to include

- Name
- Nationality, where you live, and where you currently work.
- A description of your work/medium, technique, or style.
- References to the key themes of your work and/or unique processes.
- Notable accomplishments and professional achievements, including awards you have won, exhibitions, residencies, and collections.

Bio Lengths and Uses

Short bio: 50–75 words (Instagram, SEO descriptions, group shows)

Standard bio: 120–150 words (websites, galleries)

Long bio: 250–300 words (grants, solo exhibitions)

Artist Statement

An artist statement is written in the first person, giving a clear understanding of your inspiration, process, and intent. The artist statement can be a comprehensive overview of your practice or a specific description of a body of work.

Focus on why, how, and what you create in clear, first-person language, explaining your core themes, inspirations, and process without jargon, keeping it concise (around 100-300 words) and authentic to help viewers connect with your unique artistic vision. Start with your main ideas, describe your methods, and end with what you want viewers to take away, always speaking directly to your art, not just yourself.

Standard length: 100 - 300 words.

Keep in mind

The statement is meant to help the viewer understand your artwork, without telling them what to think.

Artist Resume/CV

We use the College Art Association artist resume standards and guidelines (<http://www.collegeart.org/guidelines/resume>).

We strive to maintain consistency in our resume categories, see below for a list of categories and their uses.

As a general rule, it is advisable to have multiple versions of your resume for various purposes. The resume we use here would be a variation of your Artist Resume. While this might have some similarities to your other resumes (e.g., Professional Work-related), this resume is meant to give insight into who you are as an artist, and while it can be used as an indicator of your experience, it shouldn't be overly detailed.

You may always opt to add the line: "Please contact the artist directly for a full listing of exhibitions and professional experience history."

City, State

Please remember when listing places - galleries, universities, newspapers, etc. - there are often multiple locations for them and that you should differentiate what city, state you are referring to (e.g., there are two cities named Philadelphia, one in Mississippi and one in Pennsylvania; and multiple cities have a City Paper).

Cities are always spelled out, while States are abbreviated e.g. Philadelphia, PA. Unless the State is the name of the thing "The Pennsylvania Academy of the Fine Arts."

Chronological

Listings below each category should be listed in chronological order, with your most recent/current activity first.

Links

InLiquid is happy to provide you with as many links as you would like. As long as the links are relevant to you, and/or about you. Links should be given to us in parentheses.

Samples of things you might want to link to beyond your social media.

Under Exhibition – Title of exhibition can be linked to a gallery page for that exhibition

Under Bibliography – Title of article can be linked to the article or review

Under Publications – you can link the book title to an outside source to purchase it

Under Affiliations – linking the name of a Gallery that represents you or a cooperative you belong to

Example of how to write it out for us:

Sculpture in the Glen III (<https://www.inliquid.org/satellite-events/sculpture-in-the-glen-iii>), InLiquid, Gladwyne, PA

Resume Categories

Please refer to the following list of resume categories and samples for the site.

As a general rule, it is advisable to have multiple versions of your resume for various purposes. The resume we use here would be a variation of your Artist Resume. While this might have some similarities to your other resumes (e.g., Professional Work-related), this resume is meant to give insight into who you are as an artist, and while it can be used as an indicator of your experience, it shouldn't be overly detailed.

You may always opt to add the line: "Please contact the artist directly for a full listing of exhibitions and professional experience history."

Contact Information

Please provide us with the contact information you would like to be used for public purposes only.

Education

List degreed education first

Year
Institution, City, State
Degree, Major

Continuing Education

Selected Exhibitions

Should be divided by Solo and Group (Two-person and Three-person if applicable). Juried Exhibitions should be mixed in with the Group exhibitions, but with a notation (see below). Jurors and Curators can also be listed.

Solo

Year
Title of exhibition, gallery, city, state

Group

Year
Title of exhibition, gallery, city, state

Title of exhibition, gallery, city, state
Juried Exhibition or Invitational

Year (next year)
Title of exhibition, gallery, city, state
Juror: Name of juror

Title of exhibition, gallery, city, state
Curator: Name of curator

Resume Categories continued

Other

Other is used to list events where your work may be seen but are not exhibitions (e.g. art auctions, art fairs, open studio tour participation)

Exhibitions Curated

This is where you list exhibitions that you curated or co-curated

Title of exhibition, gallery, city, state

Curators: Names of curators

Public Projects

Murals and other public projects get listed here.

Year

Title of project, location of project, city, state

Project sponsor

Screenings

List of Film/Video Screenings

Awards and Honors

List of Grants/Fellowships, Awards/Honors, Residencies, etc.

Professional Experience

List of work-related positions held related to your life as a professional artist, Teaching, Instruction, Curator at..., Board Member of, etc.

Affiliations

List of organizations or galleries you belong to.

Lectures and Talks

Year

"Title of talk," Event, Venue, City, State

Bibliography

Bibliographical entries are entries of reviews, articles, books, catalogues, etc. Published about you and your artwork. Critical reviews of your art and the inclusion of your work in books, magazines, newspapers, exhibition catalogues, online magazines, and in other media are important for documenting your accomplishments.

Author's last, first name, "title of article," *journal title in italics*, volume, issue number (if available), publisher (if available), date published

Resume Categories continued

| |
|---|
| Publications |
| This category describes material that you have written or publications in which you have contributed your work. Should be formatted similarly to the Bibliography. |
| Commissions |
| Commissions, if numerous, may be divided into separate subcategories: Public, Corporate, and Private. |
| Collections |
| (Public, Private) List collections alphabetically under each category. Because some private collectors prefer to maintain privacy, it is best to get their consent before listing the names of private collectors of your work. A collection listing should only be used for high-profile, public, or corporate collections and very impressive private collections. |