

Update Newsletter Submission Information and Guidelines

Update is a monthly newsletter for the arts community – artists, arts managers, arts volunteers and board members, art teachers, etc. While some of the information may be of interest to the general public, it is not intended as a vehicle to market performances or other programs for arts audiences. Please target your listing accordingly.

To have a listing considered for publication in **Update**, please submit according to the guidelines below by the 15th of the month preceding the event. **Please do not send entire press releases or information that exceeds the word limitation.** Because of limited staff, we are unable to rewrite/edit such listings and they may not be included. Please include the name of a person at your organization who may be contacted by the Greater Pittsburgh Arts Council for more information.

- Prepare your listing to match the format used in **Update** (to see a recent issue, go to the Greater Pittsburgh Arts Council's website: www.pittsburghartscouncil.org and click on ArtsInfo). Information should be submitted to info@pittsburghartscouncil.org in the following order:
 1. Organization submitting information
 2. Listing description, description of opportunity, etc.
 3. Contact information
- Listings should be concisely worded – 50-75 words per listing.
- Update listings are published under the following headings:

Call for Artists / Auditions	Announcements (no events will be listed)
Publications	Free Lectures & Artist Talks (space permitting)
Spaces Available	New Faces (additions to staff/board, space permitting)
Grant Opportunities	
- **Job, Internship, and Volunteer listings** should be submitted at www.ArtsWorks.org, and will be downloaded by **Update** staff on the 15th of each month for inclusion in a condensed format. These listings will no longer be accepted directly through info@pittsburghartscouncil.org.

Sample Listing:

Acme Art Center...a contemporary art museum and residency program on Pittsburgh's North Side is calling artists for its *Acme Art Works of Pittsburgh* exhibition, May 9-11. Contact: Mary Smith, 412.555.1234 or email mary@acmeartcenter.org.

Questions on submitting? Contact the Greater Pittsburgh Arts Council at 412.391.2060 or info@pittsburghartscouncil.org.