

Senior Exhibition Student Responsibilities

This listing is intended to clarify your responsibilities so your exhibition experience is as positive and professional as possible. If any of these items aren't clear, please consult the Curator (Stephen Perkins), the Faculty Liaison (Carol Emmons), or your faculty advisor.

- Enroll in a class or independent study both spring and fall semesters of your exhibit year with your primary faculty advisor.
- Obtain paperwork, complete forms, and obtain faculty approval signatures within deadlines.
- Attend all exhibit meetings or send a proxy; all exhibitors are responsible for the information presented at the meetings.
- Exhibit planning is a responsibility shared by the participants. Each student must commit to and follow through on at least one of the following responsibilities: publicity (announcement card design, production/printing, and advertising); mailing (bulk mail and individual cards); installation (exhibit design, labels, lighting, signage, assistance with others' installations as needed); or reception (soliciting food donations, collecting food, set-up, serving, and clean-up).
- Commit to what work will be in the show. Any changes in the planned work must be discussed with and approved by your faculty advisor. **Being a group exhibit, significant changes in the nature of the work are not possible after the Final Exhibition Form deadline.**
- Complete work in consultation with your faculty advisor before the delivery deadline. Work must be dry and ready to install. All framing and installation ideas must be discussed with your faculty advisor and resolved in a professional manner beforehand. Note that artists are responsible for securing any special equipment (video, etc. – consult the Curator for details).
- Write a clear and concise artist's statement that is proofed and signed by your faculty advisor.
- Install your own work in the gallery according to agreed-upon show design and space allotment. This is a group show and each artist must respect the overall needs of the whole; gallery staff will provide technical expertise, but exhibitors are responsible for getting the shows installed.
- Attend both opening receptions (when there are two shows).
- Supply the faculty liaison, Professor Carol Emmons, with three slides of your exhibit. There should be one overall installation shot of the work in the gallery plus the two most successful individual works, or two details in the case of installation pieces. Each slide must be labeled with your name, the title (for individual pieces), the year the work was completed or show installed, medium, and dimensions. You must also indicate the top of the slide with either an arrow (↑) or a "thumb-dot" in the lower left corner of the slide. If you prefer, you may submit digital images of your work on a CD. If you use this format, please supply an inventory sheet with your name listing the works (and the file names) and the same information as requested for slides.
- Pick up your work at the assigned time after the close of your exhibition.

- Meet with your faculty advisor to assess the success of your exhibit and to review the Senior Exhibit Evaluations prepared by the faculty.

Your Senior Exhibition is a step toward your transition into the professional world. The items on this list are intended to introduce you to standard professional practices, using the expertise of your faculty advisor as a guide. If all exhibitors fully meet their responsibilities, each artist is ensured of the smoothest and most positive experience. These shows are a celebration of your hard work, and we're committed to helping you make your best impression in the public realm.