

## WJB Gallery Guidelines

Revised November 14, 2019

**Committee:** Jean Hudson (Committee Chair, Art History), Meredith Lynn (MoFA), Ann Rowson-Love (Art Education), Yelena McLane (ID), Jeff Beekman (Art), Nick Parparian (CFA Facilities Manager)

**Budget & Supplies:** The Gallery has a small budget to provide supplemental support (between \$200 and \$400 per exhibition, depending on size, duration, and need). Large funding needs should be supplemented by individual departmental support or fundraising. Tools and many materials are provided in the Gallery closet (ladder, track lighting bulbs, white paint, drill, magnets, nails, wire, extension cords, freestanding signs), as well as technology tools (TV screen on cart, LCD projector, iPad). Pedestals are available with advance notice.

**Staff Support:** Museum of Fine Arts staff are available to assist with installations, providing the request is arranged in advance with Meredith Lynn, Director of Galleries. *Movable walls MAY NOT be moved or installed without the physical presense and assistance of Meredith Lynn, Nick Parparian, or a staff member appointed for the task by Meredith.* During the fall and spring semesters, Art History supports a dedicated WJB Gallery Intern, who can assist with installation, publications & social media, and a few hours per week of gallery supervision and guided tours.

**Selection of Shows:** Faculty and staff in the College of Fine Arts may submit proposals for shows which support the mission of the gallery, the display of works by or show curated by College of Fine Arts students. The committee will review these proposals and create the schedule. Proposals are submitted through a form on the WJB Gallery website. The WJB Gallery committee meets at least once per semester to approve proposals and set the schedule of exhibitions.

**Hours:** The Gallery is open during regular business hours (M–Th 9–4, F 9–1). The curator of each show is responsible for determining whether supervision is required, arranging with the Gallery intern to provide some supervision (typically about 5 hours per week), and providing students/ staff for the additional hours. In addition, the curator is responsible for arranging the opening and closing of the Gallery each weekday.

**Movable Partitions:** If you would like to use the movable walls in your exhibition, see below the 3 allowed configurations of the walls. These have been empirically determined the only safe, practical options. Again, *movable walls MAY NOT be moved or installed without the physical presense and assistance of Meredith Lynn or Nick Parparian, or another staff member appointed for the task by Meredith.*

**Leave-Behind Condition:** Those de-installing a show are responsible for filling any holes and touching up any damages to the wall. The Gallery should be ready for the next show to be installed.

