

## **Gallery Guidelines, Revised September 17, 2014.**

**Committee:** Lisa Waxman (Committee Chair, ID), Jean Hudson (Art History), Ann Rowson-Love (Art Education), Kenan Fishburne (ID), Art Department Rep (TBD), Allys Palladino-Craig (MOFA), Wayne Vonada (MOFA).

**Budget:** The gallery has no budget. At this time, departments or individuals are responsible for funding their own shows.

**Staffing:** The gallery has no permanent staff or personnel. Wayne Vonda, MOFA employee, is available for assistance with some shows if his work at MOFA permits him to be loaned to the WJB gallery.

**Selection of Shows-** Faculty and staff in the College of Visual Arts, Theatre, and Dance may submit proposals for shows. The committee will review these proposals and create the schedule. Proposals can be submitted to any of the department representatives listed above.

**Hours-** There is no one formally in charge of the running of the gallery. Therefore, the department hosting the show will be responsible for determining the hours the gallery is open. If work on display does not require security, it is suggested the gallery be open Monday through Friday from 8 AM until 4:30 PM. If the work requires security, the department hosting the show will determine the hours based on staffing availability. In addition, the department hosting the show will be responsible for opening and closing the gallery and ensuring it is secure each night. Departments hosting the show should post hours for the public to see when the gallery is open.

**Security-** The department hosting the show will need to take responsibility for the security of objects displayed. The gallery has a security system that can be turned on if the work requires security. Do NOT ever open the left door—it is very difficult to lock and maintenance must be called.

**Movable Partitions-** Wayne Vonada (MOFA) is knowledgeable regarding the movable partitions. Seek his advice if they need to be moved.

**Leave-Behind Condition-** Those taking down a show are responsible for filling any holes and touching up any damages to the wall. It should be ready for the next show to be installed without making any repairs or touchups.

**Lights-** At this point, the university is charging us for lights that go in the track lighting system in the gallery. This cost has been absorbed by the interior design department. We will need to share some of these costs in the future.