

Art 360: Gallery Management
Fall 1998

Professor: Marina Pacini, x3442

Course Objectives and Description

An internship designed to teach students the basics of running a gallery. Working with the gallery director students will be involved in: crating, shipping, publicity, printing, preparation and design of exhibits, proper handling of works of art, hanging, lighting, labels, receptions, security, etc. for all exhibits during the school year.

Each year there are four professional artist exhibits and two student exhibits. Each student in the class will be responsible for the administrative aspects of at least one exhibit. This will include collecting materials for the publicity office, writing a press release, making the wall labels for the exhibit, and other duties as needed. Students will assist the gallery director in the layout of the professional artist exhibits, and will layout the student exhibits.

The gallery assistants, working with the director, will design and implement a program for World AIDS Day, December 1.

Requirements

Attendance at: meetings, opening receptions and special events such as World AIDS Day event; assisting in installation and deinstallation of exhibits; oversight of an exhibit. Attendance will be taken and will affect final grades.

Schedule

All meetings will take place at 9 a.m. in the gallery director's office in the gallery unless otherwise specified.

Aug 28-30	install Mapping the West
Sept. 4	opening reception
Sept. 8	meeting
Sept. 18	organizational meeting
Oct. 2	organizational meeting
Oct. 2-8	deinstall/install F/A
Oct. 9	opening reception F/A
Oct. 30	organizational meeting
Nov. 13-19	deinstall/install Current faculty
Nov. 20	opening reception
Dec. 1	World AIDS day