

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.

Requirements

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

Schedule

All meetings will take place Wednesdays at 4 p.m. in the gallery director's office in the gallery unless otherwise specified. Additional meetings may be scheduled as needed.

Aug 25	organizational meeting
Aug 28-29	install Ott
Sept 3	Ott opening
Sept 4	Ott gallery talk
Sept 15	organizational meeting
Sept 29	organizational meeting
Oct. 2-3	deinstall Ott
Oct 2 - 11	Valgardson install
Oct 15	Valgardson opening
Oct 27	organizational meeting
Nov 3	organizational meeting
Nov 17	organizational meeting
Nov 18-30	deinstall Valgardson, install YM
Dec 1	WAD
Dec 3	YM opening



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Requirements

Attendance at: biweekly meetings, opening receptions and special events such as lectures; assisting in installation and deinstallation of exhibits; oversight of an exhibit; field trips and assignments. Attendance will be taken and will affect final grades.

Schedule

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Jan 26	organizational meeting
Jan 29	deinstall Young Memphis
Jan 29-Feb 4	Power & Paper installation
Feb 2 6:30	field trip
Feb 4	P&P opening
Feb 10	P&P lecture
Feb 16	assignment due
Mar15	organizational meeting
Mar 17	deinstall P&P
Mar 18-24	student show install
Mar	field trip (date to be assigned)
Mar 24	student show opening
Apr 10-14	student show deinstall
Apr 12	organizational meeting
Apr 14-24	senior show install
Apr. 28	senior show opening

