

**BRUCE S. KERSHNER GALLERY
ART COMMITTEE RESPONSIBILITIES**

SIGNAGE COMMITTEE

Plan Signs	Coordinate with curator and artist on production of signs
Banner	1 Outdoor Building Banner: 26" H x 58" W; outdoor weatherproof vinyl; grommets to be placed in each corner for hanging according to the Library's specifications (check with the library's custodians for exact measurements); about \$132.
Building Signs	3 Indoor Easel Boards 30" H x 20" W; mounted on GatorBoard; about \$60 each
Gallery Sign	1 Gallery Title Panel: 30" H x 40" W; mounted on GatorBoard; about \$80
Design	Should be based upon the postcard graphic image used for each exhibition. Templates (examples to scale) will be provided separately as jpeg images.
Print	On time. Can use Sign Creations , Mark Miloski, Fairfield, 259-8330 Production files for Sign Creations should be 350 dpi, actual size/dimensions for each item produced, and in a POF file format.
Cost	The Friends of the Fairfield Public Library has a not-for-profit tax exempt number for use on this production service, only. This "Certification of Incorporation" with appropriate 10 numbers is on file can be obtained for use. Contact: Dave Pressler 203-209-1986 or Maura Ritz, Head Librarian 203-254-3154.
Boards	Leave in Friends Room to be picked up by Alice Katz on Reception Day.
Hang Banner	Hang outside building when show opens.

Gallery Information Sylvia Dahl

Notify	curator as to date due for all information.
Name Label	Make for each work with name of artist, title, medium, size, and price.
List of Artists	Get from artist, print with title of show, name, title of work, size (h x w) , medium and price.
Wall Sign	Make with exhibit title, dates of show, artist's statement.
Gallery	Put name labels, list of works, and wall sign up in gallery on drop-off day.

PUBLICITY COMMITTEE Alice Katz

Receive Publicity Data	Notify curator to have artists email title of show, dates of show, date and time of reception and talk by artists, any workshop info, bios of artists, jpeg of postcard art by 6 weeks before show opening.
Edit Bio material	Edit for each artist exhibiting.
Publicize	Email all info to all area newspapers for calendar and press release, to area art organizations, and to Fairfield Library people in charge of television screen, website, newsletter, fundraising.
Set Up Reception Signs	On day of reception, get poster boards about show from Friends office and put on easels in lobby near front and back doors of library and outside gallery.

RECEPTION COMMITTEE Arthe Kelly

Before Reception	
Food	Determine whether artist or committee is supplying it. Determine how much food and wine are in kitchen storeroom. Buy whatever is necessary.
Help	Ask Art Committee for additional volunteers if necessary.
Gallery	Just before reception, set up table out of way of exhibit area.
Guest Book	Put on top shelf of bookcase on left with current reception date on new page with room for visitors' email addresses
Name Tags	Provide for all those on committee attending and for exhibiting artists
During Reception	
Table	Have at least 2 members pour drinks, refill food trays.
Attendance	Count number of people attending.
After Reception	
Food	Return leftovers to refrigerator in kitchen room.
Attendance	Notify Sue Balla of total: sballa@fplct.org
Expenses	Send bill to treasurer for Friends of the Fairfield Library, Penny Hug.

INSTALLATION COMMITTEE

Wall Arrangement	Find out from curator what is needed for next show, dates of drop-off and installation and pick-up.
Fix Up Walls, Lights	Notify custodian Bill Kern bkern@fplct.org if any walls still need patching or bulbs need replacing. Clean glass in gallery.

Set Up Walls	Arrange as discussed.
Get Dates	Find out from curator when work will be brought in, picked up.
Get Equipment	Find out from curator what will be needed to install the show. Check to be sure required equipment is in box. If any equipment is needed, purchase it and submit bill to Penny Hug .
Installation Day	Be at gallery by 10 am to help curator and artists to bring in work, then work with artists, curators, volunteers to hang works.
Set Lighting:	After work is hung, arrange for best viewing of each work
Pickup	Be there to receive all installation materials. Put them back in box and return to drawer in Friends office.
Check Walls	After work is removed, notify Bill Kern if any need patching or painting.

ARTIST GUIDELINES

Agreements	Sign Agreement for Exhibiting, Artist Release Agreement and send to curator immediately:
Art Work	Meet with curator to select works to exhibit. They must be appropriate for public exhibition and suitably framed and mounted in a professional manner and ready for hanging.
Images of Work	Allow the FFPL use of art images for FFPL marketing efforts, including Library website, area newspapers, magazines.
Workshop	Tell curator if interested, what topic, when available.
Postcard (solo show only)	Design as to specifications Group Show card design created by curators.
Front Image	1 image per artist with name of artist
Back Left:	Fairfield Public Library with library logo Friends of Fairfield Public Library Presents Title Artist's Name Dates Reception date at 5-7 pm Artist talk at 6 pm In Bruce S. Kershner Gallery 1080 Old Post Road, Fairfield 203-256-3155, www.fairfieldpubliclibrary.org .
Back Right	Leave blank for mailing address
Get Design Approval	Meet with curator before printing.

Print Postcards	1000 cards at least 6 weeks before show...4x6 card size Use modernpostcard.com if wish. Give completed cards and invoice to Show Curator. \$100 will be reimbursed.						
Gallery	Meet with curator and determine wall arrangement. Final decisions about work selected, placement in Gallery will be made by the Curator and will be binding, unless there are mitigating circumstances						
Pricing	Determine price for all works to be shown. Pricing of work must be made before show is hung and before labels are printed and is binding.						
List of Works in Show	Print as Word Document with Title, Size h x w, Medium, Prices. Email for Insurance to insurer, Roxanne d'Ambrosio at rdambrosio@town.fairfield.ct.us , call her at 203-256-3077 to confirm, and also mail it to her at Sullivan Independence Hall, 725 Old Post Road, Fairfield, CT 06824.						
Artist's Statement	Print as 1 page Word Document with 3 line Bio Email 30 days before show List of Works, Bio, Artist's Statement to Gallery Sign person, Sylvia Dahl, at sylviadahl@sbcglobal.net						
Publicity	Email to publicist, Alice Katz, at apalphi@optonline.net up to 6 weeks before exhibit date: <u>As editable document</u> : several paragraphs bio, exhibit history and training, any workshop title, date. <u>As a jpeg attachment</u> : front and back of Postcard. These will be sent to area press and art associations.						
Gallery Talk	Discuss ideas with curator. Talk at Reception is mandatory. Usually is at 6 pm. It can be brief, followed by dialog with visitors, longer if it is a solo show. Topics: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Ideas you convey in your work</td> <td style="width: 50%;">Artists inspiring you</td> </tr> <tr> <td>Medium and technique used</td> <td>Focus on 1 work in show</td> </tr> <tr> <td>Your past art history</td> <td>Future plans</td> </tr> </table>	Ideas you convey in your work	Artists inspiring you	Medium and technique used	Focus on 1 work in show	Your past art history	Future plans
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Reception	Inform curator as to interest in supplying food. Otherwise, the Reception Committee will do it.						
Sales	Provide contact information for the purpose of sales or other needs. Such information will be left at the Library's Circulation Desk with a price list. Coordinate with any buyers for payment and pick-up of any purchased work.						
Deliver Work	Be in Gallery on agreed date and time to help with installation. It must meet museum standards. including required wire, frames, pedestals, as specified by the FFPL						
Pick Up Work	Remove work on agreed date. The Library and FFPL accept no responsibility for any work left. Sign Release Form. If any work is damaged, inform Curator.						

CURATORIAL COMMITTEE

SUBMISSION COMMITTEE

Portfolios	Pick up from Mail Room every month and put in drawer in Friends office.
Review Art Submissions	Look at work as soon as possible and determine whether artist will exhibit and when, or will not or if work will be on hold for a future time. Mark portfolios accordingly and file in correct drawers in Friends office.
Artist Notification	Send email to Art Committee Secretary Joanne Kienzle , jkienzle9@optimum.net so she can send acceptance, rejection, or on hold letter to each artist submitting.
Calendar	Develop a schedule of exhibits for each year. Be sure no dates conflict with library schedule. Give to Art Committee. Include: Title of Show Names of Curators for each show Artists' Names, Media Reception Date and Time with Artists' Talk Workshop Date, if any Opening Date, Closing Date Delivery and Installation Date Pick-up Date and Time

SHOW CURATOR

Verify Info	Contact artist and verify dates and availability to exhibit.
Agreements	Get contracts signed by artist as soon as possible.
Workshop	See if artist is interested, then coordinate date and time with Maura Ritz in library. Usually no charge if held in library and sponsored by them. Estimate costs and number of participants, seek approval from Maura or library President, Eric Andren . Reserve room from Rose Sandick at rsandick@fplct.org
Postcard Design	For Solo Show, meet with artist to discuss design requirements and procedures below, and due date (2 months before show). Review design when completed. For Group Show, postcard design by Curator.
<i>Front</i>	1 image per artist with names

Back Left	Fairfield Public Library with library logo Friends of Fairfield Public Library Presents Title Artist's Name Dates Reception date at 5-7 pm Artist talk at 6 pm In Bruce S. Kershner Gallery 1080 Old Post Road, Fairfield 203-256-3155, www.fairfieldpubliclibrary.org .
Back Right	Leave blank for mailing address
Approve Design	For solo only after verifying that all data is on back of card.
Print Postcards	1000 cards at least 30 days before show...4x6 card size
Publicity	send to Alice Katz , apalphi@optonline.net up to 6 weeks before exhibit date at apalphi@optonline.net CURATOR: Send to Alice in one email: <ul style="list-style-type: none"> • Title of show • Dates of exhibit • Dates of reception • Dates of artist talk • Dates of workshops ARTIST: Send to Alice in one email (not as an attachment) <ul style="list-style-type: none"> • Art History: art education, exhibits, current occupation if any in sentence form. No resumes. Group Show: up to 3 paragraphs per artist only Solo Show: 4-5 paragraphs • Artist Statement in sentence form: 1-2 paragraphs only. As an attachment only: <ul style="list-style-type: none"> • 1 jpeg of 300 dpi per artist of work on postcard • Include title of work and artist's name attached. for solo show, be sure artist sends postcard to same.
Give Postcards	Give to Friends of Library, to Art Committee to distribute to Fairfield Arts Council, Westport Arts Center, Fairfield and other area libraries, Silvermine, art stores.
Gallery Walls	Meet with artist to determine works to be exhibited, arrangement of walls. Notify custodian, Bill Kern bkern@fplct.org
Written Data	Be sure artist writes List of Works, Bio, Artist's Statement, and emails them to Sylvia Dahl , sylviadah@sbglobal.net and emails brief Bio and Art History to Alice Katz, apalphi@optonline.net Be sure artist mails List of Prices for insurance to Roxanne d'Ambrosio , rdambrosio@town.fairfield.ct.us
Reception Food	Find out whether artist will supply food. Inform Reception Committee.

Reception Talk	Inform artist of suggested topics to discuss: Ideas you convey in your work Artists inspiring you Medium and technique used Details about 1 work in show Your past art history Future plans Provide time to answer questions from viewers
Workshop	Attend to introduce artist, count those attending, send total to Sue Balla , sballa@fplct.org
Reception	Attend to introduce artist.
Take Down Day	Help artist with volunteers to pick-up work. Give Release Form to artist to sign verifying pick-up of work, file form in Friends office.
Damaged Work	Send letter to Roxanne D'Ambrosia: 1) Explain how piece was damaged 2) Artist's name/address 3) Value of piece. Can use Ann Chernow in Westport, Licensed Art Appraiser. Can instead show Record of Sales for similar work. 4) Request under the town's policy to reimburse artist for up to \$1,000 per piece based on valuation. 5) Send copy to Maura Ritz, library director, on Friends stationery.