Department of Fine Arts and Art History
Gallery 102 Guidelines

Gallery 102
Gallery 102 is located on the first floor of Smith Hall of Art, Room 102. The gallery is run by the 102 Committee. The Committee plans and executes all shows in the space unless otherwise determined by the department. The Department of Fine Arts and Art History has set aside this space to foster creative collaboration for artists and art historians, where students can learn and gain experience creating art and displaying it for exhibitions. Artists frequently curate collaborative shows with each other, while art historians often participate as curators and assist in installing and de-installing shows.

Academic Advisor
One faculty member will serve as faculty advisor to Committee for a term length determined by the department chair to advise the Committee leadership and members; to organize continuity from year to year; and to advocate on behalf of the Gallery 102 Committee. Faculty advisor should also attend monthly Committee meetings.

Committee
The Committee is open to and comprised of undergraduate and graduate students with an interest in fine arts and art history. It is a wonderful way to gain practical experience in a gallery setting, but without the pressure of a commercial or professional gallery space - the emphasis being on education and learning. The Committee is a great way to make friends and contacts, while also gaining practical experience that will aid artists and art historians in their post-GW career paths.

- **Meetings**: to be held a minimum of once a month during each semester, preferably on the same day of the week and at the same time. Committee and presidents may determine whether meetings should be held more frequently. FAAH department secretary will also attend Committee meetings to act as a liaison between Committee and Department.
- **Presidents**: Two students serve as co-presidents for a term of one year, or at an interval to be determined by the Committee, under the direction of the academic advisor. Presidents may be undergraduate or graduate students, but one graduate student should be one of the co-presidents. Terms for presidents run from Jan 1 - Dec 31 each year; new presidents are elected each December; Responsibilities include developing show schedules for each semester, holding planning meetings, working with FAAH department secretary to manage bulletin board and email/membership list; working with the office supervisor to ensure supplies remain stocked in the gallery closet.
- **Secretary**: record minutes at meetings and assist in managing bulletin board/sign ups, membership list and email communication with group. Coordinate all events and communications with FAAH department secretary.
- **Members**: members of the committee attend regular planning meetings; participate in suggesting show ideas; must participate in at least one installation and one deinstallation per semester; or help with show publicity or a reception at least once per semester. Installations are typically a few hours on Sundays and students learn to
hang art and display it. De-installations are typically a few hours on Saturdays and include the removal of art, repainting and dry-walling. **At the end of each show, the gallery space must be returned to its original state of clean floors and white walls.**

- **Publicity**: create flyers and internet announcements for shows. Work with FAAH department secretary to arrange email announcements, Facebook events, website promotion and flyer printing.
- **Reception crew**: organize refreshments for shows. Includes grocery store run and setup as well as cleaning up after the reception. Work with office supervisor to plan trip to grocery store. Department will provide tables, chairs, tablecloths, plates, cups, napkins and silverware.
- **Curators**: responsible for executing show ideas selected by Committee; includes creating a call for art, selecting and collecting art for the show, overseeing Committee members as they publicize the event, and overseeing installation/deinstallation and reception. Curators are encouraged to work closely with FAAH department secretary and office supervisor.
- **Artists**: student artists are strongly encouraged to participate on the committee, as well as to submit art and curate shows. **Effective immediately, all Fine Arts and Fine Arts and Art History combination majors are required to submit work to at least three Gallery 102 shows per academic year. Majors are also required to work three shows per academic year. Work can include install, deinstall, publicity or reception duty.**

**Faculty**

As a group, both art history and fine arts faculty members should encourage student participation on the committee and encourage artists to submit work to shows.

**Art Submissions:**

- **Effective immediately, all Fine Arts and Fine Arts and Art History combination majors are required to submit work to at least three Gallery 102 shows per academic year. Majors are also required to work three shows per academic year. Work can include install, deinstall, publicity or reception duty.**
- Work should be submitted directly to curators unless otherwise noted by curators. Curators are responsible for sending the FAAH department secretary a list of artists who have submitted work (regardless of whether to work is ultimately chosen for the exhibition).
- Art used in shows should be produced by student artists preferably from GW or occasionally other universities, rather than from professional artists, unless permission is granted by the academic advisor or department chair; exceptions are alumni or faculty shows. GWU students do not need to be fine arts majors or in the MFA program to submit art.

**Schedule**

Shows typically run for two or three weeks, depending upon how the committee organizes the schedule. Shows begin on a Monday and end on a Friday. Generally installations are the Sunday before each show opens; deinstallations are the Saturday...
after the show closes. Receptions should be held on weekdays, preferably starting at 5pm, and running for 1-2 hours. Work with FAAH department secretary to choose a day that does not conflict with evening courses.

**Finances/Budget**
Each show has a modest budget for supplies and reception refreshments. Curators may also have their show juried by an area artist or art historian, and can request an honorarium payment for this purpose. All requests for funding should be directed to the department chair for approval ASAP. Approved funding requests are then handled by the office supervisor.
Annual Shows (Department responsibility with assistance from Gallery 102 Committee)

**Holiday Show and Sale**
- Held every December
- Fine arts/MFA students must submit a minimum of one item to the show (finished piece, sketch, etc.), and may submit up to six.
- Students determine price for each object. Students may choose to donate a percentage of the profit to the Gallery 102 Committee.
- Students must fill out a submission slip including their name, contact information, the title of the piece, the medium, the date, the price, and the percentage of the sale price of each object to be given to the department. Submission slips are available in the Department front office.
- Historically, the best sales have a wide variety of items - from some high priced finished pieces, on down to the bin full of postcard-sized sketches selling for a few dollars, for example.
- The Gallery 102 Committee is responsible for staffing the gallery and overseeing sales and collecting payments.
- Gallery 102 Committee is responsible for installation and de-installation.

**Presidential Scholars in the Arts Show**
- Held every February during PSA weekend (see FAAH department secretary for more detailed scheduling information)
- Only PSA scholarship students may submit work
- PSA students are in charge of exhibition—theme, publicity, install, de-install

**MFA Thesis Shows**
- Graduating MFA students will have solo exhibitions in the latter half of the spring semester
- MFA student is in charge of all aspects of the show.

**Awards Show**
- Held every May
- Juried by area professional artist or art historian.
- Prizes and money awarded according to juror’s selection.
- Students may submit up to three works.
- Students must leave the piece in the department office (if it is not an installation and is able to be moved), fill out a submission slip including their name, contact information, the title of the piece, the medium, and the date.
- Reception also features presentation of awards; all artists who have submitted art should be in attendance.
- Art history faculty/students should also be encouraged to attend. Winners of Art History prizes will be notified in advance of the Awards Show reception and should be in attendance to receive their prizes.
- Participating artists are expected to install and deinstall their own work. NO EXCEPTIONS.
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<thead>
<tr>
<th>Task</th>
<th>Assignments</th>
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<tbody>
<tr>
<td><strong>Show Title</strong></td>
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<td><strong>Show Dates</strong></td>
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<td><strong>Curators/Organizers</strong></td>
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<td><strong>Publicity (flyers, posters, dept. email announcements, web announcements, etc.)</strong></td>
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<td><strong>Deinstall: Date &amp; Time</strong></td>
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<td>(remove art, patch/repaint walls, etc.)</td>
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GALLERY 102 EXAMPLE SCHEDULE - THREE WEEK SHOWS

Shows start on a Mon, end on a Fri. **Installs** are the Sunday before the show date. **Deinstalls** are the Saturday after the show ends. Schedule subject to change.

**Aug 8 - Sep 9**  
Working Title: SECRETS OF SMITH  
Curator(s): C SMITH

**Sept 12 - 30**  
Working Title: CRITICAL PRACTICES  
Curator(s): CRITICAL PRACTICES CLASS

**Oct 3 - 21**  
Working Title: STUDY ABROAD  
Curator(s): C SOUZA, M CRIMMINS

**Oct 24 - Nov 4**  
Working Title: THE DONUT SHOW  
Curator(s): E HUME, C SMITH

**Nov 7 - Dec 2**  
Working Title: ART OF THE EXHIBITION  
Curator(s): B OBLER AND CLASS

**Dec 5 – Dec 17**  
Working Title: HOLIDAY SHOW & SALE  
Curator(s): GALLERY 102 COMMITTEE
GALLERY 102 EXAMPLE SCHEDULE - TWO WEEK SHOWS

Shows start on a Mon, end on a Fri. **Installs** are the Sunday before the show date. **Deinstalls** are the Saturday after the show ends. Schedule subject to change.

**Jan 16 - Jan 27**
Working Title: 
Curator(s): 

**Jan 30 - Feb 10**
Working Title: 
Curator(s): 

**Feb 13 - Feb 24**
Working Title: PRESIDENTIAL SCHOLARS EXHIBITION
Curator(s): 

**Feb 27 - Mar 9**
Working Title: 
Curator(s): 

**Mar 12 - 23**
Working Title: 
Curator(s): 

**Mar 26 - Apr 6**
Working Title: 
Curator(s): 

**Apr 9 - Apr 20**
Working Title: THESIS SHOW
Curator(s): W CLARK 

**Apr 23 - May 4**
Working Title: AWARDS SHOW
Curator(s): GWU ART DEPARTMENT
Tips for organizing and running a show in Gallery 102:

CONCEPT
• Get together with fellow curators and collaborators. Decide on the concept for your show. What is the theme? What ideas do you want the artists to explore? Come up with a working title. Assign and divide up responsibilities to curators and show helpers.

TYPE OF SHOW
• Will the show be juried (an outside “expert” selects from the art submissions for inclusion in the show) or will the Committee take some or all submissions? If you will do a juried show, you will need permission from the department chair, who can allocate funds for an honorarium for the juror. With permission, you can contact the potential juror(s) and offer them the opportunity.
• Decide who is allowed to participate. Is the show open to submissions from GW students only, students from other schools as well, faculty, or any artist?

SEEK ART SUBMISSIONS
Immediately begin to seek art submissions. Remember it takes time for artists to create work, you can’t often spring an idea on them. Ways to obtain art submissions:
• Call for art / aka a Prospectus - **very important** make a document outlining the concept for your show, the title, dates of the show, the deadline for art submissions, and how artists can submit their work for consideration. Make and distribute asap.
• Publicize the concept: Post call for art on bulletin boards and in the Department weekly email, Facebook, etc.
• Meet the artists - visit the studio areas and introduce yourself to artists, give out copies of the call for art, encourage them to make pieces for submission.
• Utilize faculty connections - speak with the fine arts professors, give them a copy of the call for art, and request that they encourage their students to submit to the show.

Most artists can send you a photo via email of their piece, or if it is not finished they can send a verbal description of what they are planning to make. When possible, go see the pieces in person before making a judgment on whether to include it.

WHEN ARTISTS ARE SLOW TO SUBMIT WORK:
Hopefully you’ll have lots of interest for submitting, but often this isn’t the case. Sometimes artists need extra prodding - they’re busy people. Don’t be shy about promoting your show and asking for submissions, especially if you’re nearing the submission deadline and do not have very many pieces submitted for consideration. This is always a good time to hit the studios and see if you find existing pieces that fit into your theme and then asking artists if the piece(s) can be included in the show.
PUBLICITY
• Publicize early. Design posters to be hung around campus that include the show title, location, dates and hours of operation, and the opening or closing reception date. Work with FAAH department secretary to arrange for printing of posters.
• The week the show starts, make sure the department includes the opening in their weekly email, Facebook, etc.
• Invite your friends to walk through the gallery and come to the reception - spread the word!

INSTALLATION
• Let artists know where/when they can drop off their work (often the Gallery 102 closet). Make sure they let you know of any special installation instructions for their pieces. Alternately, many artists prefer to hang or install their own work, so let them know when your installation will take place.
• Speak with the FAAH department secretary to have the letters for the adhesive wall title made in preparation for installation.
• Day of installation - choose layout of where art will be displayed, then install it.
• Tips for installation: measuring tape and levels are your best friends!
• Be ready to adapt - occasionally artists don’t show up or their work isn’t finished. Go with the flow - everything will work out!
• The more the merrier - many hands make light work. But, make sure your curators take charge because someone needs to be the final voice on decisions for the layout and presentation of the art. It is also helpful to ensure that someone experienced with gallery installations is involved.
• After installation is done, it is helpful to make a diagram of the show, which numbers the pieces and identifies them. Make copies and leave as a handout in the gallery.
• After installation, please submit a list of people who showed up to FAAH department secretary.
• Let FAAH department secretary know if there are any special instructions for opening and closing the gallery (is there a DVD that should be turned on? Are you using spotlights?)

RECEPTION
• publicize reception date
• organize refreshments for your guests through FAAH department secretary and office supervisor
• arrive an hour or two early to get set up.
• consider music. iPods work but it may also be possible to coordinate with the Music Department for live musicians.
• have fun schmoozing with friends, faculty and visitors!

DEINSTALLATION
• Again, the more the merrier - many hands make light work.
• The gallery must be returned to its original state - this means any holes made from hanging pictures must be dry-walled, sanded and repainted. Any painting or markings made to the walls must be repainted. Leave the gallery in the condition you found it before the installation.
• Gather art and put into the Gallery 102 closet for pickup, notify artists it can be retrieved.
• After de-installation, please submit a list of people who showed up to FAAH department secretary.

CATALOGUE (optional)
• The department has set aside a small budget for making catalogues. Ask permission from department chair to make a catalogue.
• Typically consists of welcome essay describing the show concept, show information, individual photographs of the pieces with identifying information, and photos of the broader gallery space; occasionally includes essays based around the show theme. Photos taken during the installation process are sometimes included in the catalogue.
• Catalogues are created using Adobe InDesign. A template has already been made, which is available in the Visual Resources Center.
• The catalogue is printed at a local professional printer - ask the office secretary or department supervisor for more information on this.
CALL FOR ART - EXAMPLE

Gallery 102
Working Title: Words and Images
Oct 25 - Nov 5
Curators: Sara Jones and John Smith

This show will explore the relationship between words and images. Artists will be given a set of words or a phrase and produce art centered on the images ‘brought to mind’ by the words, thus exploring the variation on visual interpretation of language in the imagination. Entries are open to GWU undergraduate and graduate students, working in any medium.

We have chosen the following phrase for artists to interpret visually. Artists may use all or part of the quote as inspiration for your work - we only request that you produce what is brought into your mind as a result of reading these words.

My secret I'll keep bottled,
So you shall never see.
My secret I'll keep forever,
Locked inside of me.

excerpt from “Little Secret” by K.A. Brown

Please submit digital images of your work with an accompanying description of your piece. Art pieces may be new or pre-existing pieces, but made or modified according to the words. If your work is not finished, you may explain your concept and what you believe the finished piece will be. If you cannot get a digital image, Sara and John can make in-studio visits by appointment to see the work prior to Oct 15.

Please send submissions via email to Sara or Jon by FRIDAY OCTOBER 15

[curator contact information here]

Important Dates
Art Application Deadline: Fri Oct 15
Install: Sun Oct 24
Reception: Tue Oct 26 Reception time:
Closes: Fri Nov 5
De-Install: Sat Nov 6