

MANDATE:

MIWSFPA VISUAL ART GALLERY POLICY

The MIWSFPA Visual Art Gallery (VISA Gallery) is a non-professional gallery within the Marilyn I Walker School of Fine and Performing Arts. Its priority is to serve as a teaching exhibition space and to support course work and creative work by Visual Art undergraduate students. With the approval of the Gallery Committee, the gallery may also be used for faculty-initiated exhibitions, student-initiated or curated exhibitions, alumni exhibitions, curatorial proposals initiated by independent curators (these may include students), exchanges with other educational institutions, and special campus events.

Definitions -hereafter,

- **VISA** refers to the Department of Visual Arts
- **The Gallery Committee** is comprised of three members of the Department of Visual Arts, and one member takes the position of Chair.
- Academic Terms:
Term 1 refers to the academic year between September and December **Term 2** refers to the academic year between January and April
Spring/Summer Session refers to the academic year between May and August

1. SUBMISSIONS: The Gallery Committee accepts exhibition proposals from faculty, staff, students, artists and curators. Submissions guidelines are provided on the VISA Gallery website.

Selections are based on:

Compatibility with the VISA Gallery programming mandate

Quality of work submitted by the artist/curator/student Availability of space

2. EXHIBITION DURATION: Exhibitions last approximately 4 weeks. Applicants may propose up to six weeks for specific curatorial projects in any session, subject to the approval of **The Gallery Committee**.

3. EXHIBITION CATEGORIES AND GENERAL PROCEDURES:

3.1 Faculty Initiated Exhibitions:

Terms 1 and 2, Spring and Summer sessions: Refer to proposal requirements on the VISA Gallery website. The Gallery Committee Chair notifies faculty by email within 2 months. After the close of the exhibition, supervising faculty ensures that students remove their work promptly and return the VISA Gallery to its normal condition.

3.2 Student-Initiated Exhibitions: Refer to proposal requirements on the VISA Gallery website. Student-led exhibitions require a faculty member who has agreed to oversee the exhibition/installation/de-installation. Proposals must include the name of a faculty advisor who is familiar with the work. The Gallery Committee Chair notifies the applicant within 2 months.

3.3 Independent Artist or Curatorial Proposals (these may include students): Independent artists or curators refer to proposal requirements on the VISA Gallery website. The Gallery Committee Chair notifies the applicant by email within 2 months.

NOTE: The VISA Gallery is not a third party recommender for OAC Exhibition Assistance

4. SPECIAL EXHIBITIONS AND EVENTS: proposals for special exhibitions and events in the VISA Gallery (e.g. exchange projects, artist's in-residence shows, etc.) are submitted to the Gallery Committee Chair by May 1st.

5. AUDIO VISUAL, COMPUTER, ELECTRONIC AND MECHANICAL EQUIPMENT USED IN EXHIBITIONS: The exhibitor is responsible for all equipment and will ensure that all such equipment is started, operated, and stopped as required throughout each day of the exhibition. Instructions must be given in advance for Gallery monitors (staff) who are able to start and stop equipment that is simple to operate, but not able to execute complex installations.

6. STRIKE AND CLEAN UP: All exhibitors are required to fully restore the VISA Gallery to a neutral state after exhibiting. Failure to do so can result in loss of gallery privileges for future proposals and a flat fee levied for cleanup costs.

7. OPENING EVENTS: Openings are coordinated with the Gallery Committee. Brock University does not cover costs. Any bar services must be arranged through the Gallery Committee.

8. Liquor cannot be served at any event where students attend, unless by a licensed server.

8.1 The exhibitor is responsible for arranging all service requirements with the Gallery Committee **at least two months** before the intended event.

9. MARKETING AND ADVERTISING: is the responsibility of the artist(s), student(s), faculty member or curator, as are any related materials such as posters, postcards, announcements, email materials, etc. All materials and advertising must be submitted to the Gallery Committee and must be approved prior to printing and or circulating. All advertising must have the proper MIWSFPA, Brock Logos etc. included on all materials. The Gallery Committee will serve to liaise this process with marketing.

10. SIGNAGE, LABELLING AND INFORMATION:

It is the responsibility of the artist(s), student(s), faculty member or curator to make sure that the exhibit is properly signed and exhibits fully labelled. Any exhibitions with sensitive material must be labelled at the entrance. All exhibitions require an artist statement.

11. DELIVERY OF ART AND PRE-INSTALLATION PREPARATION: All art is required to arrive with a list of works two weeks prior to the installation date and must be removed **on** the de-installation date.

12. SECURITY AND INSURANCE: The VISA Gallery is open only when staff or faculty are on site, for the purpose of installation, opening events, exhibit strike, or regular Gallery hours. The Gallery will insure listed works and equipment provided by the exhibitor through the University insurance provider, if a detailed list is provided two months in advance of the exhibition dates. Damage or loss must be reported and documented upon receipt of works with professional condition reports that verify the changed state of artworks.