

UUFA Gallery in the Round

Art Exhibition Committee Responsibilities and Procedures

Mission: (from committee)

CONTENT OF EXHIBIT

The content of the exhibit is based on artistic quality as judged by the committee. An additional consideration is that language and images in the artwork are appropriate for a worship place for all ages.

Issues of content and appropriateness for public exhibition will be negotiated between the invited artist(s) and the involved Art Exhibition Committee members in the period leading up to hanging the show.

CHAIR / CO-CHAIRS

- Schedule and conduct committee meetings, Prepare agendas
- Serve for a three-year term (renewable for second 3-year term.) Term limit of 6 years consecutively.
- Seek out and identify artists for possible future exhibits, screen all applicants, make recommendations to comm.
- Work with and assist curators on all aspects of exhibits
- Curate at least one exhibit per year
- Coordinate relationship with Ames Community Arts Council (ACAC) and UUFA
- Handle damage or loss claims when notified by curator and/ or artist
- Manage budget and prepare year- end reports and budget requests
- Maintain and recommend improvements to hanging/display and lighting systems
- Recruit new members for committee when necessary
- Recommend changes to committee policy, procedures, calendar, and guidelines to Exhibit Committee.

COMMITTEE MEMBERS

- Actively serve on committee for at least a two calendar year term. Term can be extended for subsequent two-year increments as long as member is willing to serve.
- Vote on calendar of future exhibits based on Chair(s) recommendations
- Attend comm. Meetings
- Attend exhibit receptions
- Curate or Co-curate at least two exhibits over a two-year term
- Help hang and take down exhibits whenever possible

- Seek out possible artists for exhibitions by attending art shows, reading the local art news, and exploring possibilities with people involved in the arts. Offer suggestions for future exhibitions.

CURATOR

- Contact artist(s) and introduce self as central contact person, once exhibit is accepted and placed on Gallery schedule. Provide copies of Exhibition/Insurance Forms and Information for Artists Sheet to the artist(s).
- Arrange with UUFA congregational administrator, artist, committee members for hanging, reception, and take down dates and times. Reserve building for those dates and times. Secure entrance code for Fellowship door from UUFA office.
- In coordination with publicity subcommittee arrange for advertising and stories in media, press releases, reception, artist talks, etc.
- Send press releases to all Exhibit Committee members.
- Arrange with artist(s) for any requested artist's reception and contact UUFA Music Coordinator for possible music.
- Recruit other committee members to help with hanging and take down of exhibit and with reception preparations.
- On hanging date secure signed Exhibit/Insurance Forms from artist,. File original in Exhibit Committee Mailbox in UUFA office, make 2 copies and place one in the Gallery in the Round File and retain one as curator's copy.
- Responsible for working with exhibiting artist on proper hanging, security and resolution of complaints (using published procedure)
- Coordinate sales of art works, filling out two copies of "Sale of Art at Gallery in the Round" form and submitting one copy along with payment to UUFA Treasurer.
- Responsible for curator's art room key (stored in Art Exhibit Committee mailbox)
- Send copies of all publicity, posters, press releases, postcards and newspaper articles to History subcommittee.

SUBCOMMITTEES

Web

- Provide text to Congregational Administrator for Gallery in the Round sections of UUFA web site with calendar of upcoming exhibits, visual examples, and changes to procedures and practices. Recommend related links for Gallery in the Round web pages to web sites of related artist organizations and individual artists.
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Publicity

- Work with curators, artists, and committee chair(s) on advance and continuing publicity in media for exhibits

- Secure publicity in UUFA publications to keep UUFA members aware of exhibits, exhibiting artists, and receptions.

History

- Maintain written and visual record of exhibits and committee-sponsored events, publicity obtained, etc.
- Archive and work with UUFA Historian on permanent storage.

Procedure for Resolution of Complaints:

At the time of hanging the Committee members present will have the collective responsibility to determine the content and size of the exhibition. This will be done in close consultation with the exhibiting artist(s).

After the exhibition opens if issues of concern about the content or appropriateness of exhibited works arise, we encourage open discussion and dialog between concerned parties and the committee. Concerns need to be presented in written (and signed) form and placed in the committee's mailbox in the UUFA office or they may alternatively be presented in person to a member of the committee.

The committee will strive to address all issues formally raised concerning artworks exhibited in the Gallery in the Round. Through open discussion, educational forums, and /or extended negotiations, the committee will strive to resolve differences within the published policy of the committee.

Our Connections

Our committee works closely with the minister, the congregational administrator, and the communications committee.