MFA Exhibition Guidelines

(Updated: 22Aug 2011)

These guidelines have been written and agreed upon by:  
John Carson (Head, School of Art) and Astria Suparak (Director, Miller Gallery).

1. ABOUT THE MILLER GALLERY

- The Miller Gallery is the contemporary, professional art gallery of Carnegie Mellon.
- Gallery staff:
  - Astria Suparak, Director
  - Margaret Cox, Graphics + Office Coordinator
  - Tesar Freeman, Exhibitions Coordinator + Facilities Manager
- For more information about the exhibitions, facilities, and history, visit: http://www.cmu.edu/millergallery.
- For updates on gallery exhibitions + events (including the MFA exhibition), join:
  - Gallery mailing list, www.cmu.edu/millergallery/join.php
  - Facebook, facebook.com/MillerGalleryatCMU
  - Twitter, twitter.com/MillerGallery

2. MFA EXHIBITION OVERVIEW

- **School of Art** provides students with equipment assistance, reception arrangement, and the assistance of the SoA Marketing Manager.
- **School of Art designates one person as the facilitator**, on behalf of the MFA students and School of Art faculty. The facilitator will also be present during the last hour of each installation day during the final week of install.  
  **For 2011-12, the SoA facilitator is Bob Bingham.**

- **Miller Gallery** provides gallery space, assistance with exhibition coordination, announcement/poster design template, basic work labels, and exhibition website.

- **Students are not required to exhibit in the Miller Gallery** for their MFA exhibition. If it does not make sense conceptually or aesthetically to exhibit in the gallery, students may exhibit elsewhere. Students who choose to exhibit outside of the Miller Gallery forgo gallery assistance with exhibition coordination. Non-Miller Gallery exhibitions can be included in the announcement/poster and website if the guidelines and deadlines are followed.  
  **Students** are responsible for anything above and beyond what the School of Art or the Miller Gallery can provide. Students must have their work complete prior to the installation period, so that they can focus on installation and trouble-shooting.  
  **Students are responsible for the installation, de-installation** and removal of their work, and returning the gallery to its previous, clean, exhibition-ready condition.

- Final content and display of works are subject to approval by the Head of the School of Art.

3. CONDUCT

- The Miller Gallery and the School of Art expect students to communicate and interact in a professional manner.
• Unreasonable behavior may result in withdrawal of gallery support, which may include equipment, labor, design and coordination assistance.
• Students must meet all deadlines, or risk compromises as determined by the Miller Gallery.
• Students must share resources and be considerate of the needs of other students, gallery staff, assistants, and faculty.

4. **EQUIPMENT**
• Students must be familiar with the technology that they are using for their exhibit, and know how to troubleshoot.
  • Students must understand how to properly mount their equipment within the gallery’s facilities provision (schedule a meeting to consult with the Exh. Coord.).
• **Students are responsible for securing their own equipment, special installation equipment and expendable supplies** (such as masking tape for painting, gaffers tape for wires, paint, primer).
  • Students may speak with the SoA Technical Manager and MG Exhibitions Coordinator regarding possible use of the School of Art and Miller Gallery equipment, but all requests must be made by January 30. Note that the Miller Gallery’s equipment is limited and aging.
• Students should arrange other options and alternative solutions if the equipment cannot be secured or fails.
• Any personal equipment (projectors, monitors, computers) you use to display your work cannot be removed for duration of the exhibition.
• It is highly recommended that students set up their works in another space in advance of the installation period, to make sure all aspects are working as planned.
• Students need to be flexible with their final projects, in case there are problems with equipment and space during the installation period.
• School of Art provides MFA students with a $600 materials budget. This may be used for projectors and other equipment. For questions about this, contact Wayne Savage, Business Manager for the School of Art.

5. **FACILITIES [Contact: MG Exhibition Coordinator + Facilities Manager]**
• Visit the Miller Gallery’s website for floorplans, square footage, and other facility details.
• Exhibition locations: 2nd and 3rd floor.
  Part of 1st floor may be available, pending on discussions with MG Director and Exhibitions Coordinator one month in advance of installation.
  • To exhibit outside the gallery on campus, special permission and signatures from FMS and the School of Art are required. This is a lengthy process, so start in the Fall semester.
  • Students may also exhibit off-campus.
• Square footage:
  • 2nd floor = 2725 sq. ft.
  • 3rd floor = 2618 sq. ft.
• Walls:
  • Range from soft dry wall to solid concrete to plywood.
• Floors:
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• 2nd floor = unfinished concrete.
• 3rd floor = finished hardwood.
• Lighting: Gallery has a track lighting option.
• Outlets:
  • Along baseboards and in floor.
• For gallery floor plans, go to www.cmu.edu/millergallery/facilities.php
• Security:
  • The gallery is locked and alarmed nightly; Staff are generally in the building Monday through Friday, 10:30am-6pm; Student Gallery Attendants are in gallery 12-6pm Tuesday through Sunday.

6. INSTALLATION [Contact: Exhibitions Coordinator, Miller Gallery]
  • Elevator:
    • All works must be able to fit in the gallery’s elevator, or break down into parts that can fit in elevator, in order to transport work to upper floors. Elevator dimensions: 48"W x 108"H door; 64"W x 82"D x 120"H space, with 100" diagonal floor space and 145" diagonally from bottom front corner across to top back corner. See elevator diagram.
  • Walls:
    • Do not paint above the height of the lighting track (approx. 12’ – check floorplans).
    • When painting, floor must be covered with dropcloth.
    • All holes, painting, etc. must be sanded, patched, primed and painted the original wall color during de-installation of the exhibition and must meet the Exhibitions Coordinator’s standards.
  • Floors:
    • No holes can be drilled in floor. No objects that might scratch the floor can be placed on floor.
  • Ceiling:
    • Specialized projector mounts hang from ceiling in several places. Make sure your projector works with the gallery’s projection mounts, or have alternative ways to securely install your projectors (on table, in projection booth, on the floor, on shelf off the wall, etc.).
    • Light objects can be hung from some of the ductwork, but not on sprinkler system or lighting rails. Consult with Exhibitions Coord. about hanging.
  • Preparing work for hanging:
    • See gallery hanging/mounting guides.
  • Labor:
    • All students are responsible for installing, de-installing and removing their own work, and returning the gallery to its previous, clean, exhibition-ready condition.
    • If students cannot install their work by themselves within the allotted time period, they must arrange for their own labor, such as from fellow students, friends, family, or hired labor (check with SoA Business Manager about insurance concerns for hired labor).
  • Construction:
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- Any construction in the gallery space must be built sturdily and securely, according to university and gallery standards for temporary structures, and meet ADA Accessibility Guidelines.
- Detailed plans of all onsite construction must be submitted to and approved by Exhibitions Coordinator 3 weeks before the beginning of installation.
- If you plan to exhibit large pieces of fabric (twin-sized bedsheet or larger) or flammable materials, CMU requires that you fireproof it.

- **Lighting:**
  - Students are responsible for designing and setting up the lighting for their own work. Students should be careful to reserve sufficient time for lighting before the show opening.
  - Gallery will provide training when necessary for proper use of track lighting and lighting techniques.

- **Safety and Clean up:**
  - An orderly and safe work environment should be maintained at all times.
  - Students must exercise caution when using potentially dangerous equipment and tools. All tools and equipment must be used safely and according to their designed use.
  - Students are responsible for cleaning up and properly disposing of any and all mess created during the installation and de-installation of their work and returning Miller Gallery tools and equipment to their proper locations after use.

- **Preparation and troubleshooting:**
  - You must ensure that your work runs and hangs properly.
  - Do all test runs before bringing your work to the gallery. Try out your equipment well in advance.
  - If you plan to exhibit large pieces of fabric (twin-sized bedsheet or larger) or flammable materials, CMU requires that you fireproof it.

- Keys to gallery cannot be given out, for reasons of safety of students, facilities and equipment.
- The School of Art MFA facilitator will be present during last hour of each day of install during final week (Mon-Thurs., 8-9pm).

7. **DOCUMENTATION**
   - WHEN: During installation or the week following the opening reception, during regular gallery hours. Not during de-installation.
   - For recommendations of professional photography services, contact MG Graphics Coordinator.

8. **INDIVIDUAL AND CLASS CRIT TIMES**
   - Must be scheduled during gallery hours (Tues.-Fri., 12-6pm). Plan between 12:15pm to 5:50pm.
   - Gallery and exhibition will not be available outside of those hours.

9. **EVENTS: PUBLIC CRITIQUES**
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• A maximum of 2 evening critiques will be arranged by MFA Facilitator and MFA students, which may or may not be open to the public.
• Guest critic(s) will be clearly briefed on their role in leading the discussion. MFA Facilitator will introduce the event, detailing format, sequence of presenters, and expected interaction by critics and audience.
• Dates must be agreed and presented to the Graphics Coordinator by the end of January, in order to be included on the printed poster/announcement.

10. ANNOUNCEMENT/POSTER/ARTIST INFO [Contact: SoA Marketing + MG Graphics Coordinator]
   • Send via ONE copy edited Word doc via email to Graphics Coordinator by deadline listed in Schedule section, including:
     • Artist Statement: 150 word statement about work
     • URL: to resume + bio
     • 1-3 images of work: 300 dpi, at least 8” wide, RGB format, JPEG or TIFF
   • If items are not properly submitted on time, your work will be excluded from the exhibition/printed materials.
   • Head of School of Art will submit a short text about the exhibition in general (not necessarily on individual works or artists).

11. MARKETING [Contact: SoA Marketing & Communications Manager]
   • Gallery will create an exhibition website on www.cmu.edu/millergallery, and will include information and images from the poster design.
     • Students are strongly encouraged to provide personal website URLs.
   • Gallery will create a Facebook event through the Miller Gallery at Carnegie Mellon University page. Students may invite friends to the Facebook event.
     • We encourage you to “Like” the Miller Gallery Facebook page, as well as follow the Miller Gallery on Twitter, for up to date publicity that you can forward to others.
   • Students may submit 25 mailing addresses and 100 email addresses for announcement mailing. See deadlines for submitting.
   • Students will receive 25 paper announcements each.
   • A press release for the exhibition will be created by the CFA Media Relations Director and SoA Marketing & Communications Manager, and reviewed by the MG Director and SoA Head.
   • Students are responsible for their own publicity beyond what the gallery and school provide.

12. RECEPTION [Contact: SoA Business Manager]
   • Reception will be organized by the SoA Business Manager with the students.
   • All reception planning must follow Miller Gallery event guidelines. See Rental Policy on website, http://millergallery.cfa.cmu.edu/facilities.php
   • All food must be purchased ready-made and ready-to-serve by a commercial vender, according to CMU policy. No homemade foods or home-brewed drinks. For questions about this policy, speak with SoA Business Manager.
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- Food must be cleaned and cut prior to arriving to the gallery.
- There is no kitchen or sink in the gallery.
- Food can't be refrigerated in the gallery.
- Food should arrive at 3pm on the day of the reception.

• Keep food areas clean and swept during and after the reception.
• Alcohol Policy: If you choose to provide alcohol, CMU requires that you arrange for the hiring of the following personnel for the duration of the reception. Confirm people working the night in advance, and have a backup plan if they are unable to work. Talk to SoA Business Manager for details:
  - 1 CMU security guard per 100 guests, with a shift minimum of 4 hours per guard. MFA receptions usually have between 200-400 people, which would cost about $400-800 for security.
  - 1 CMU staff member who is trained as a Social Host by CMU Police.
  - 1-2 insured bartenders who check for ID. Social Hosts can bartend without additional insurance.
  - Each person who is 21 and over and intends to drink must be given a wristband or stamp on their hand.
  - Students must fill out a Student Activities Alcohol Request Form, which is a lengthy process.
  - Any event with alcohol must include food and non-alcoholic beverage options.
  - Tip jars and donations for beer are not allowed by CMU.
  - The above expenses and staffing would come out of a reception budget, agreed in advance with the SoA Head and Business Manager.

13. SALES

- Students are responsible for their own sales, handling all communications, negotiations, shipment, and other details and will keep their own profits.
- Gallery will not list sale prices.
- If a student is interested in submitting work for the 1st Floor Gallery Store, Store policy will apply: Selection made by Gallery Director, works are available on commission, student keeps 60% and gallery keeps 40%, after shipping and CMU admin expenses.

DURING THE EXHIBITION

- Note that the Miller Gallery occasionally hosts private and university events in the gallery, with food and drink.
2012 SCHEDULE

Installation Hours:
• Students will not be allowed in the gallery outside of designated installation hours. No exceptions will be made.
• **Installation must be complete by Thurs. March 22 at 9pm.**
• **Spring Break:** Wednesday March 14 – Friday March 16, 10:30am-6pm
• **Week of opening:** Monday March 19 – Thursday March 22, 10:30am-9pm

**Exhibition Dates:** March 24- April 22, 2012
**Opening Reception:** Friday, March 23, 6-8pm

**Key Dates:**
All MFA Final Year students are required to attend the meetings, unless a ‘stand-in’ student is specified.

• **OCT 3, 4:30-5:30pm:** Meeting
  Introduction of Exhibition process and guidelines with MG staff, SoA head + facilitator.

• **DEC 13, 4:30pm: Meeting**
  Discuss *ideas for exhibition title + invitation/brochure* w/ SoA Marketing Manager + Facilitator.

• **JAN 23, 4:30pm: DUE at Meeting:**
  *ANNOUNCEMENT DESIGN DRAFT, TEXT, FINAL IMAGES* for exhibition website, brochure, press w/ MG Graphics Coordinator, SoA Facilitator + Marketing Manager.
  **Students Submit:** at least 2 drafts versions of the full announcement design; at least 2 exhibition titles options; 150 word statement per artist, 1000 words maximum for the entire document; 2-5 images each, 300dpi, with image credits; work titles; personal websites; public critique dates options.

• **JAN 26, 4:30: DUE at Meeting:**
  *INSTALLATION PROPOSAL + EQUIPMENT REQUEST FORMS COMPLETE* to MG Exhibitions Coordinator + SoA Head.

• **JAN 31, 4:30: DUE at Meeting**
  *ANNOUNCEMENT DESIGN DRAFT, TEXT, FINAL IMAGES* for exhibition website, brochure, press w/ Graphics Coordinator, SoA Facilitator + Marketing Mngr, & student who prepped file (not all students)
  **Students submit:** REVISED COMPLETED draft of the FULL FRONT/BACK announcement design; titles options; 150 word statement per artist, 2-5 images each, 300dpi, with image credits; work titles; personal websites, public critique dates options.

• **FEB 6, time?: DUE at Meeting**
  *FINAL ANNOUNCEMENT FILES + FINAL TEXT FROM SoA HEAD* for prepress work.
  Graphics Coordinator meet w/ student who prepped file (not all students)
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• **FEB 13, 4.30pm**: DUE at Meeting
  MAILING LISTS: EMAIL + POSTAL ADDRESSES in excel template, emailed to MG Graphics Coordinator.
  APPROVE ANNOUNCEMENT PROOF for printers, with MG Graphics Coordinator & student representative.

• **FEB 24, 4:30pm**: Meeting:
  RECEPTION PREPARATION w/ Graphics Coordinator, Exhibitions Coordinator, and SoA Facilitator or Head about options

• **FEB 27**:
  ANNOUNCEMENT MAILED (4 weeks before opening, shipped non-profit rate).

• **FEB 29 4:30pm**: Meeting:
  MFA WORK, INSTALLATION PROGRESS with MG Exhibitions Coordinator.

• **MARCH 13: DEADLINE:**
  For E-news, submit via email to Graphics Coordinator: related events + exhibitions during MFA exhibition period, links to press reviews/interviews, videos online.

• **Wed MARCH 14 – Thurs. March 15, 10:30-6pm**: DROP OFF WORK
  Coordinate with Exhibitions Coordinator.

• **MAR 19: DEADLINE:**
  EXHIBITION LABEL TEXT due to Graphics Coordinator in 1 emailed Word document, copy edited and spell checked. Prices, websites, and logos will not be included.
  Format:
  • *Title*, Year created
  • Medium 1, medium 2, medium 3.
  • [optional] Special thanks/credits/loan information: Names.
  Or:
  • *Series Title*, Year beginning-Year ending
  • Medium 1, medium 2, medium 3.
  • *Individual Titles* [listed top to bottom, left to right on wall or in space]

• **MARCH Wed 14 - Fri 16, 10:30am-6pm (Spring Break) + MARCH 19 – 22, 10:30am-9pm**: INSTALLATION. Coordinate with Exhibitions Coordinator

• **MARCH 20, Tues., 12:30pm**: Meeting:
  SoA Head, Assoc. Head, Facilitator, MG Exh. Coord, and CMU Fire Safety Specialist (Environmental Health & Safety) **(no students)** walk through exhibition to review for safety + content.

• **MARCH 22, Thurs., 6:30-9pm:**
  Final installation night, with assistance of 1st and 2nd year MFA students from Integrative Seminar Class.
  • Installations must be complete, lighting considered, and areas cleared for mopping.
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- **MARCH 23, Fri., 10:30am-5pm:**
  Students help final lighting, gallery cleaning. Student prep for reception.

- **MAR 23, 6-8pm - MFA RECEPTION**

- **MAR 26-30, 12-6pm** – Do your PHOTO DOCUMENTATION during this time.

- **MAR 27- APR 20, between Tues-Fri.: SCHEDULED CRITIQUES on 1-2 nights**

- **APR 22: FINAL DAY EXHIBITION on view**

- **APR 23-25, 10:30am-6pm: DE-INSTALL**
  De-installation must be complete, walls spackled and painted, area cleaned and waste disposed of by 5pm. All students must check with MG Exhibitions Coordinator for approval of deinstallation before leaving the gallery.

**ANYTHING LEFT IN THE GALLERY AFTER APRIL 25 WILL BE THROWN AWAY.**