

Exhibition Assignments

Arnheim Gallery Exhibit and Portfolio Day

Fall/Spring Semester

Student Teaching Interns need to sign-up for one of the following:

Exhibition Invitation Designers: Responsible for the design of the invitation (a 4"x6" image in color for the front and a black-and-white back). At least one-and-a-half months before the exhibit, creates the design with an image or images produced by a student or students from the internship sites. The text and image need to be approved by program supervisors and the department chair and submitted to the Art Education Department's Administrative Assistant before the invitation goes to production. Go to www.modernpostcard.com to see the set up and guidelines. After approval, the postcard is emailed to the gallery coordinator for the purchase order and production.

Exhibition Curators: Responsible for developing the exhibit, establishing consistency and marking layout. There will be one representative from each practicum group.

Vinyl Sign Creator: Responsible for the text for the vinyl sign, selecting an appropriate font, making sure of title and dates. Check with program supervisors and collaborate with the gallery coordinator for ordering and installation.

Labeling Coordinators: Responsible for production of consistent labels for intern and site information and for student work.

Gallery Preparers: Responsible for preparing the gallery, accounting for moveable partitions, show cases, and pedestals as well as moving them to the site.

Exhibit Installation Helpers:

Early – responsible for setting out tools

Late – responsible for general gallery clean-up, washing remaining brushes, rollers and paint trays, putting all tools away, closing gallery

Gallery Monitor: Responsible for checking gallery daily to make sure exhibit is intact. Secures any items requiring attention. Makes sure gallery is ready for Reception and Portfolio Day.

Portfolio Day Preparer/Restorer: Responsible for preparation of South 109 for display of Portfolios. Moves chairs to edges of room, puts white paper on tables. Removes any unnecessary items. Restores order to classroom after event is over.

Caterers for Opening: Responsible for deciding on food and beverage items for reception and inquiring about necessary purchase of paper goods - table cloths, napkins_and cups. Works with the gallery coordinator. Responsible for purchase order used for food items. Sets up, prepares food, replenishes and monitors food and beverage tables in hallway.

Exhibit De-Installers: Responsible for removing artwork to South 107 for pick-up by interns. Spackles, sands, and paints. Sweeps floor. Moves pedestals, partitions and showcases as necessary for storage. Arranges de-installation with participants and date and time for pick-up by interns.