

Policies, Guidelines & Selection Criteria For Exhibiting Art Ohio University Chillicothe

The Patricia Scott Memorial Art Gallery

The Patricia Scott Memorial Art Gallery provides the primary art exhibition space at Ohio University Chillicothe. The Exhibitions Committee manages the program of exhibitions in the Patricia Scott Memorial Art Gallery, the Stevenson Gallery and other designated campus spaces. This committee, in turn, will report directly to the Dean of Ohio University Chillicothe.

The Stevenson Gallery

The Stevenson Gallery provides an art exhibition space for Ohio University Art Faculty and students. This policy and exhibition criteria also applies to the Stevenson Center exhibition space as well as any future designated gallery space at Ohio University Chillicothe.

Mission

The primary mission of the Exhibitions Committee is to provide Ohio University Chillicothe with the best exhibitions available that will educate and enlighten the Ohio University Chillicothe community and the tri-state. To accomplish this, a balance of exhibitions is provided each year. A balance is also sought with respect to the media content of the work to reflect strengths of all the visual arts including new media. Time will also be allocated for annual events including the Faculty Show and the Juried Undergraduate Exhibition.

The Exhibitions Committee

The Exhibitions Committee, an Ohio University Chillicothe campus committee, approves all exhibitions held in the Patricia Scott Memorial Gallery and other designated campus spaces. It meets once per term to discuss applications, balance the program of exhibitions, review and evaluate potential exhibitions, and organize the hanging and taking down of exhibitions. The Exhibitions Committee will work with the Gallery Curator.

The Exhibitions Committee consists of the Gallery Curator, as Chairperson and at least four other committee members. The committee strives for diversity by including full time fine arts department faculty, faculty from other disciplines, staff members, and one student. The Dean will appoint this campus committee. The Dean will accept nominations from the Gallery Curator and the committee for the student representative.

Members will be encouraged to serve two years and it is expected that they will also help to promote and support the mission of the Ohio University Chillicothe Art Galleries.

Principle Goals & Objectives

- To exhibit a range of all aspects of visual arts and new media
- To provide professional and quality educational experiences
- To reach the widest possible audience
- To enhance the reputation and integrity of Ohio University Chillicothe

The Exhibitions Committee will endeavor to:

1. Balance the program of exhibitions throughout the year
2. Organize the hanging and taking down of each exhibition
3. Promote cultural exchange, wherever possible, at least once every two years
4. Promote outreach and access to the surrounding community

Selection Criteria

That the proposed exhibition:

1. Is presented in a coherent, professional manner. This must include:
 - i) an application letter or proposal (written and/or verbal)
 - ii) a curriculum vitae
 - iii) several visual examples of the work.

This will apply to all prospective exhibiting artists at Ohio University Chillicothe. The letter of application should include the aims and objectives of the proposed exhibition and its theme and content. The size and dimension of the proposed works should be outlined, along with plans for any sponsorship or private view and a series of preferable dates for the exhibition. Visual examples of the work must be of good quality, and be digital on CD or slide format. In all cases, the dimensions of the work must be included with the visuals. Where possible, work should not have been previously exhibited at Ohio University Chillicothe.

2. Will enhance the integrity and reputation of Ohio University Chillicothe
3. Will inform and educate the people of Ohio University Chillicothe

That the artist:

4. Complies with the application procedure detailed above.
5. Demonstrates integrity, professionalism and commitment.
6. Demonstrates an awareness of the physical and visual qualities of the materials used.

That the Exhibitions Committee:

7. Will consider all applicants in a consistent, objective and professional manner.
8. Will make provision, when requested, for applicants to make a presentation of their proposal at one of the quarterly meetings.

That the Gallery Curator:

9. Will contact all applicants, in writing or email, once a decision has been made.

Artist Compensation

In turn, the qualifying Artist may receive:

10. A \$250 honorarium/contract for the exhibition.
11. An additional \$100 honorarium is available if the artist presents or performs an “Artist’s Talk.” The Gallery Curator may request a formal presentation just prior to the scheduled opening reception or a classroom lecture to Ohio University students and faculty. The length will be approximately one hour.
12. A modest promotional package that includes: printed postcards, posters and signs.
13. An opening reception with light refreshments funded by Ohio University Chillicothe.
14. All profits from purchased work in the exhibition.

Procedure for Payment to Artist

The Gallery Coordinator will:

1. Present exhibiting Artist with a Payment Compliance Form (Substitute W-9) found at the following link: <http://www.ohio.edu/finance/forms/financeforms.cfm>
2. Artist will fill out Payment Compliance Form at the opening reception date and return to Gallery Curator for approval.
3. Gallery Curator will email the Regional Accounting Office with the agreed total amount the Artist will be compensated for his/her rendered services.
4. Gallery Curator will hand deliver form to Regional Accounting Office to process for payment.
5. Payment will be processed by Regional Accounting Office and then sent to Accounting in Athens.

Please note:

The Exhibitions Committee reserves the right to refuse to hang any exhibition that detracts from the original application or includes material not endorsed by the committee.

Gallery Curator

The Gallery Curator may be a full-time faculty member recommended to the Ohio University Chillicothe Dean. The position is a yearly appointment and may be terminated or extended at the discretion of the Ohio University Chillicothe Dean.

The primary responsibility of the Gallery Curator is to consult with exhibitors to make sure all art work slated for exhibition/installation is properly cared for and hung/installed in accordance with the exhibitor's wishes. The coordinator is also responsible for obtaining required materials from potential exhibitors (application, curriculum vitae, visual examples such as slides, CDs, etc.) and passing them along to the Committee for discussion and a vote for acceptance/rejection of the proposed exhibit/installation.

Other responsibilities, such as taking care of arrangements for artist's receptions, arranging gallery talks by the artist, etc., are at the discretion of the Gallery Curator in consultation with the Committee.

Thus, in accordance with this policy, the Gallery Curator assumes the following responsibilities:

Prior to Hanging/Installation

- 1) request that potential exhibitors submit proper credentials (SEE **Selection Criteria, 1.** above); these should then be passed on the Gallery Committee Chair
- 2) prior to hanging/installation, consult with the exhibitor and reach agreement with respect to how the exhibit/installation will be hung/installed
- 3) the Gallery Curator should then be consulted, especially if any changes to the proposed exhibit/installation are made.
- 4) the Gallery Curator will work with the artist to arrange a convenient and conducive time to pick up art works or request the artist deliver the art works in a timely manner for the opening exhibition.
- 5) the Gallery Curator will work with the artist to arrange a convenient and conducive time to return art works or request the artist pick up the art works in a timely manner after the exhibition closing date.
- 6) The Exhibiting Artist **MUST** print and sign the Visiting Exhibitor Agreement Form.

Art Content Guidelines

The Ohio University Chillicothe Art Gallery committee selects all artwork presented for exhibition in the Ohio University Chillicothe Art Gallery or other designated spaces. Based on the following criteria, as well as the gallery's mission statement, all exhibitions are designed to be aesthetically accessible:

Sample Selection Criteria Scoring Rubric

	1 poor	2 fair	3 good	4 very good	5 excellent
The artwork is recognizable as a work of fine art	1	2	3	4	5
The artwork is engaging and interesting	1	2	3	4	5
The artwork is crafted in a professional manner	1	2	3	4	5
The artwork is intellectually stimulating and challenging	1	2	3	4	5
The artwork is consistent with the mission of the Ohio University Chillicothe Art Gallery	1	2	3	4	5

Additional comments, concerns:

Hanging Criteria

The Exhibitions Committee and Art Gallery Coordinator will ensure that:

1. The hanging in the Ohio University Chillicothe Art Galleries is appropriate
2. That appropriate and professional framing standards are applied

Decisions

All Exhibitions Committee decisions are final. The committee is not obligated to further correspond with unsuccessful prospective exhibitors once a decision on a proposed exhibition has been made.

Liability

In general, the OU Chillicothe Art Gallery assumes no responsibility for the safety of original art works, personal copies of artwork, books, posters or artifacts placed on exhibit, although it takes reasonable precautions to provide security. While we make every effort to ensure the safety of items on display, the OU Chillicothe Art Gallery cannot accept responsibility for replacing anything that is damaged or stolen while on exhibit in the OU Chillicothe Art Gallery. Visiting exhibitors **MUST** sign a **Visiting Exhibitor Agreement Form** releasing the OU Chillicothe Art Gallery from responsibility and liability. **(Please see form on the next two pages.)**

**OHIO UNIVERSITY Chillicothe ART GALLERY
VISITING EXHIBITOR AGREEMENT**

This is an agreement between _____, herein after referred to as “Exhibitor,” and the Ohio University Chillicothe. Intending to be legally bound, the parties agree that in consideration for exhibiting at the Ohio University Chillicothe Art Galleries, the Exhibitor understands and agrees to abide by the following stipulations and guidelines:

COMPLIANCE - The exhibit will be in compliance with all applicable sections of Ohio University Chillicothe Exhibits Policy and Guidelines.

HOURS - The exhibit will be available for public viewing during the hours of operation designated for the area in which exhibit is installed.

LIABILITY - Ohio University Chillicothe Art Gallery assumes, expects and recommends that the exhibitor will be insured. Liability for damage, loss or theft of exhibit material is assigned to the exhibitor.

SHIPPING OR TRANSPORTATION - The Exhibitor is responsible for shipping and/or transporting all exhibit material to the exhibit space in the Ohio University Chillicothe Campus.

INSTALLATION AND REMOVAL – Exhibit material must be “display ready” at the time of installation and suitable for the exhibit space to which it is assigned. Paintings, drawings, etc. must be framed/mounted and suitable to hang. The exhibit area will not be modified or physically altered without prior permission from the Dean. Exhibitors may be held responsible and liable for damage to the exhibit area caused during installation or removal.

EXHIBITORS SIGNATURE: _____ **DATE:** _____

EXHIBITORS FULL NAME (PLEASE PRINT): _____

EMAIL ADDRESS: _____

PRIMARY PHONE: _____

INVENTORY LIST OF ART WORKS TO BE EXHIBITED:

TITLE/NAME	DESCRIPTION
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

Please print, complete, and return this form to:

Gallery Curator,
Ohio University Chillicothe
101 University Drive
Bennett Hall, #263
Chillicothe, OH 45601