

# Proposal Guidelines

Proposals should be arranged in the order given with this sheet attached to the front. Written portions of the proposal should be double-spaced with a legible 12 pt font. Completed proposals should be emailed to [kennedymuseum@ohio.edu](mailto:kennedymuseum@ohio.edu).

## 1. Contact Information

Name:

Email:

Phone:

Address:

Education:

Current Employer:

Position:

Co-Curators (if applicable):

## 2. Big Idea

**A big idea is a statement that clearly communicates what an exhibition is all about. This statement will stand as a tool to guide the focus and direction of an exhibition throughout the curatorial process.**

To be most effective, the big idea should only be one, non-compound sentence containing a subject, an action and a consequence.

**Example 1:** Forensic scientists (subject) look (action) for evidence of crimes against wildlife in order to enforce wildlife laws (consequence).

**Example 2:** A healthy swamp (subject)—an example of a threatened ecosystem—provides (action) many surprising benefits to humans (consequence).

Source

“Behind It All: The Big Idea.” Exhibit Labels: an Interpretive Approach, by Beverly Serrell, Rowman Et Littlefield, 2015, pp. 7–11.

### 3. Proposal Abstract

Abstracts must be no more than two pages and should include an in-depth description of the potential exhibition connecting with the themes stated in the big idea. Applicants must cover exhibition relevance and purpose, integration and connections with Ohio University initiatives, potential objects/artworks, and additional educational activities and student opportunities.

The KMA is looking for proposals that portray a clear idea of visitor experience. Applicants should also include thoughts on design, layout, and how a visitor will be guided through the exhibition space. An awareness of the Museum's physical and financial capacities should be considered throughout the entire proposal.

### 4. Guest Curator Resume/CV

Applicants must attach their resume or CV to proposals. The Museum is looking for life experience relevant to the curatorial process.

### 5. Visual Material (Optional)

Applicants may include any visual materials (images of objects, sketches of layout or design) to give the Museum a clearer understanding of the proposed exhibition. Maps of the two main galleries are available on the Guest Curator webpage.

### 6. Student Advisors (If Applicable)

Students submitting proposals need to find a faculty advisor from Ohio University prior to submission. Student curators are still expected to do the majority of the curatorial work. Faculty advisors are only for guidance in developing ideas throughout the proposal writing and curatorial process. Students must obtain a signature from their Faculty Advisor before submitting proposals.

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Student Advisor Signature

Date

Guest curators must be available to play an integral role in the execution of exhibitions and associated events/programming. By signing below, curators agree to uphold the responsibilities of the curatorial process.

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Applicant Signature

Date

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Applicant Signature

Date

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Applicant Signature

Date