

PURPOSE

The exhibition program at NSCAD University has, in order of priority, the following purposes:

To provide students with an exhibition experience as part of their academic program in which their own creative work is displayed and “critiqued” within the University community.

To provide the student body with the opportunity to view exhibitions by artists, designers and planners, including work by faculty and alumni as well as work by individuals or groups from outside the University community, which are organized as part of the academic and artistic program at the University.

To provide exhibition space where the work of artists, designers and planners, primarily but not exclusively from the University, can be viewed by the general public as well as specialized publics from the community at large.

EXHIBITIONS PRIORITY AND SCHEDULING

PROFESSIONAL EXHIBITIONS

1. a) Priority for Professional Exhibitions will be given to curatorial projects initiated by the various academic divisions/departments of the University. Exhibitions may feature the work of one exhibitor selected by a division/department or a group exhibition curated by a division/department.
1. b) After all divisions/departments of the University have been canvassed and if the exhibition schedule permits, the *Gallery Director* and the Exhibitions Committee may consider other options, i.e. exhibiting the work of alumni and including, where appropriate, consideration of proposals emanating from outside the University community. Unsolicited proposals will be forwarded to the department/division concerned and if there is interest, the proposal will be brought to the Exhibitions Committee. (See Appendix A)
2. a) With the exception of regular faculty, invitations to professional artists, designers and planners to exhibit in the Gallery are extended on the understanding that an honorarium, based on the CAR/FAC recommended minimum exhibition fee, will be provided. (See Appendix B)
2. b) As the scheduling of professional exhibitions will depend in part on the funds established in the Gallery’s budget for honoraria, invitations to professionals (other than regular faculty) will be extended on the basis of funds set aside in the Gallery’s budget for this purpose.

APPLICATION PROCEDURE

PROFESSIONAL EXHIBITIONS

3. a) In the interest of facilitating exhibition integration with academic programming, the *Gallery Director* will meet with Division Chairs/Department Heads each year to inform them of the opportunity for each to sponsor an exhibition.
3. b) Division Chairs/Department Heads are expected to respect the deadline for responses set by the *Gallery Director*.
3. c) Components of the College which will be canvassed for exhibition proposals include: Alumni, Fine Art, Craft, Design, Media Arts, Historical and Critical Studies, Foundation, Graduate Studies, and the School of Extended Studies. Budget permitting, each component of the University should have an opportunity to organize an exhibition approximately every year and a half.
4. If funds are available and the exhibition schedule permits, the Exhibitions Committee may accept proposals, in descending order of priority, from faculty, alumni and unsolicited proposals from outside the University community, provided the latter gains the approval of the Division Chair judged by the *Gallery Director* to be the most appropriate given its subject matter.

5. After confirmation of the exhibition scheduling, it is understood that the representatives of the sponsoring component will consult with the *Gallery Director* at all stages of exhibition planning and that they accept that responsibility for organizing and holding the exhibition is a shared function with the Gallery staff. IN the case where there is a disagreement between the exhibition representatives and the Gallery staff, the *Gallery Director* will immediately draw the matter to the attention of the Exhibitions Committee for resolution.

EXHIBITIONS PRIORITY AND SCHEDULING

STUDENT EXHIBITIONS

6. Priority for students will be shared equally among group exhibitions (two or more participants) including divisional/departmental/class exhibitions and solo exhibitions by students who are in their graduating semester.
7. The duration of group and solo shows at the Anna Leonowens Gallery Granville Campus will be 5 days, and MFA thesis exhibitions 11 days.

The duration of group and solo shows at the Loggia Gallery Port Campus will be minimum of 5 days.

8. a) Installation of exhibitions at the Anna Leonowens Gallery Granville Campus will begin at 10:00am Sunday and are to be concluded by noon Monday for all exhibitions. Dismantling of exhibitions will begin at 4:00p.m. Saturday and end at 10am on Sunday. This will provide one full day Saturday viewing for every exhibition. Openings will be on Monday evenings from 5:30 – 7:00p.m. unless otherwise indicated.
8. b) Installation of exhibitions at the Loggia Gallery Port Campus will begin at 10am Monday and are to be concluded by noon on Tuesday for all exhibitions. Dismantling of exhibitions will begin following the exhibition at 5:00p.m. Sunday and end at 10am on Monday. This will provide one full day Saturday viewing for every exhibition. Openings will be on Tuesday evenings from 5:30 – 7:00p.m. unless otherwise indicated.
9. In September of each year the *Gallery Director* will attempt to make it known to students intending to graduate in the spring that, due to demand for space that often exceeds availability, they should consider the option of applying in the fall or summer semesters instead of the busy winter semester.
10. Each semester the *Gallery Director* will review applications for student exhibitions, facilitate the organization of group exhibitions and present a draft schedule of exhibitions to the Exhibitions Committee for approval. If the demand for exhibition space exceeds the space available, the Exhibitions Committee will make the selection of those exhibition proposals which will make up the schedule.

APPLICATION PROCEDURE

STUDENT EXHIBITIONS

11. The procedure requires the completion of an application form (see Appendix C, D and E), images of artwork or location of a studio, a written proposal outlining details of the exhibition, a faculty assessment form and signature of a faculty advisor indicating that the exhibition proposal has been reviewed and accepted. In the case when the faculty advisor is unable to complete the assignment, it is the student's duty to find a replacement.
12. a) On receipt of the application, the *Gallery Director* may send a copy of the completed form to the Division chair for information purposes. An application which does not include the signature of a faculty advisor in support of the proposal will be referred by the *Gallery Director* to the Division Chair concerned for action as appropriate.

12. b) The *Gallery Director* will forward an Exhibitor Planning Outline and Agreement to each exhibitor to read and sign (See Appendix F). A public presentation to all scheduled exhibitors will be made by Gallery staff to discuss exhibition installation and invitation design. Meetings between the Exhibitor and Gallery staff occur as needed.
13. For each exhibition an ad hoc subcommittee of the Exhibitions Committee, called the Gallery Advisory Committee, will be struck composed of the *Gallery Director* as Chair, the student representative on the Exhibitions Committee and the faculty advisor(s) who has signed the exhibition proposal in the application. This Committee will consider in the first instance the resolution of any controversy arising out of exhibition planning or installation on such matters as safety, or unauthorized modification of the original proposal, such as the removal or addition of artwork, etc.
14. At least two weeks prior to the installation, exhibitors will meet with the *Exhibitions Coordinator* to review the original proposal. If following the meeting there are any proposed changes which the *Exhibitions Coordinator* considers substantial, they must be submitted in writing to the *Gallery Director* for approval. At this meeting exhibitors will also be made aware of installation/dismantling deadlines and the requirement to return the Gallery to standards set by the *Exhibitions Coordinator*. In cases where extraordinary assistance is required to return the Gallery to proper standards, the exhibitors will be required to meet any extra wage or material costs incurred by the Gallery, and will sign an agreement to this effect. (See Appendix G and H).
15. Student exhibitors are required to keep their faculty advisor(s) informed during the planning stages of their exhibition and are expected to consult with their advisor(s) before proposing to Gallery staff any changes to the exhibition proposal in the application. Where the change proposed is substantial, it must be written and bear the signature of the faculty advisor(s). The *Gallery Director* is the final judge of whether a written explanation of the exhibition change is necessary and whether pictorial documentation is also required.

ACADEMIC FREEDOM AND RESPONSIBILITIES

16. When there is a disagreement between the *Gallery Director* and student exhibitors on issues of academic freedom and responsibility, the matter can be referred by either party to the Advisory Committee which is composed of the exhibitor's faculty advisor(s), the appropriate student representative on the Exhibitions Committee and the *Gallery Director*. In arriving at its decision, the Committee will call upon advice from within the University community as appropriate. Where the Committee wishes to seek information or advice from the competent authorities in other jurisdictions (matters of law, health, safety, fire, etc.), specific questions will be conveyed by the *Gallery Director* to the competent authorities through the good offices of the appropriate University manager. In the event the matter cannot be resolved by the Gallery Advisory Committee, it will be referred to the Exhibitions Committee. If the matter remains unresolved, the Chair of the Exhibitions Committee will refer the issue with any recommendation to the President for a decision.
17. The Gallery Advisory Committee may be convened according to need before, during, or following the exhibition period to address any outstanding issues.
18. If at any time during the exhibition period the *Gallery Director* decides that the exhibition space should be monitored for any reason, it will be the responsibility of the exhibitor(s) to make the necessary arrangements.
19. The *Gallery Director* will advise exhibitors in advance of the opening of an exhibition if there are any items or components in the exhibition not covered by insurance.
20. Where exhibitors fail to follow the procedures established for authorizing changes to an exhibition from the form in which it was originally approved, the *Gallery Director* may cancel or close the exhibition.

GALLERY AS PUBLIC SPACE

21. The present street location of the Gallery provides easy and ready public access to all three of its exhibition and window spaces. As exhibitions in the Gallery are open to the public, professional exhibitors may qualify for public funding.
22. Alcoholic beverages served in the Gallery must meet the conditions under which the University is granted its liquor license.
23. Any intended use by exhibitors of Gallery window spaces for display or projection must be described and included in the written proposal outlining the details of the exhibition.
24. The public hours of the Anna Leonowens Gallery Granville Campus are as follows:
Tuesday - Friday 11:00 a.m. to 5:00 p.m.
Saturday 12:00 to 4:00 p.m.
Installation: Sunday 10:00 a.m. – Monday 12:00 noon
Dismantling: Saturday 4:00 p.m. – Sunday 10:00 a.m.
Opening reception: Monday 5:30 – 7:00 p.m.

The public hours of the Loggia Gallery Port Campus are as follows:

- Wednesday - Sunday 11:00 a.m. to 5:00 p.m.
- Installation: Monday 10:00 a.m. – Tuesday 12:00 noon
- Dismantling: Sunday 5:00 p.m. – Monday 10:00 a.m.
- Opening reception: Tuesday 5:30 – 7:00 p.m.

PUBLIC RELATIONS

25. The *Gallery Director* of the Gallery will issue in the name of the College and on a monthly basis an information package made up of an official media release and the official exhibition announcements. Exhibitors wishing to send additional information material concerning their exhibitions must do so on their own initiative using their own resources.
26. University media releases issued by the Gallery are proof-read by the *Exhibitions Coordinator* in consultation with the *Gallery Director* and a faculty member on the Exhibitions Committee. Gallery staff has final say on all outgoing media releases.
27. The mailing list for the University media releases issued by the Gallery can be made available to exhibitors on request.
28. Help with the preparation or issue of media releases for exhibitions “off campus” is at the sole discretion of the *Gallery Director*.

THE EXHIBITIONS COMMITTEE

29. Two Exhibitions Committees (one governing Anna Leonowens Gallery, the other Port Loggia Gallery) shall each consist of:
 - a) three faculty members
 - b) one undergraduate student
 - c) one graduate student
 - d) the *Gallery Director* and *Exhibitions Coordinator*
 - e) Vice-President Provost
30. Each September, the Dean appoints the three faculty members to each Committee for the ensuing academic year; SUNSCAD is requested to nominate the undergraduate representatives and the graduate students are requested to nominate their student representatives. The *Gallery Director* and the *Exhibitions Coordinator* are ex officio members of the Committees.

31. The responsibilities of the Committees remain to:
 - a) advise those administering the exhibition program of the needs and interests of faculty and students;
 - b) inform the faculty and students about the exhibition programs at the college;
 - c) assist in the formulation of policies and activities for exhibition programs at the University;
 - d) jury students proposals in any semester that the demand for space exceeds the space available;
 - e) report to academic council annually on the activities of the Anna Leonowens Gallery
32. At the beginning of each academic year, the Committees will appoint a faculty member and alternate for editorial purposes concerning media releases. Also at this time, the Committees will establish its procedure for reviewing exhibition proposals.
33. The Exhibitions Committees will refer to Robert's Rules of Order and all members of the Committees are voting members. Meetings are Chaired by a designated faculty member. Meetings are called and the agenda is set by the *Gallery Director*, and the minutes of the meeting are recorded by the *Exhibitions Coordinator*.
34. The Committees may meet in open session to discuss any issues before it. On receipt of a request for an open meeting, the Committee Chair has the sole discretion of deciding the nature of the open forum for discussion or consultation and when it shall be held.

GALLERY ADVISORY COMMITTEE

35. The Gallery Advisory Committee is an ad hoc subcommittee of the Exhibitions Committees. It is struck for each student exhibition and is composed of the faculty advisor(s) selected by the student exhibitor(s), the appropriate student from the Exhibitions Committee (graduate student for a graduate student exhibitor, the undergraduate student for an undergraduate exhibitor), and the *Gallery Director* ex officio.
36. Meetings of the Advisory Committee are convened and Chaired by the *Gallery Director*.
37. For student exhibitions the Gallery Advisory Committee's mandate is to:
 - a) resolve and issues brought before it which arise out of the exhibition planning or implementing process;
 - b) consider any issues of academic freedom and responsibility, calling upon advice, via the Advisory Committee Chair, both from inside and outside the University community as required;
 - c) refer to the Exhibition Committee via the Chair any matters it has been unable to resolve itself.

Appendix A Faculty Request Form

Appendix B CAR/FAC Schedule (current)

Appendix C Undergraduate Request Form

Appendix D Graduate Request Form

Appendix E Faculty Advisor Form

Appendix F Exhibitor Agreement Forms and Planning Outline

Appendix G Exhibitor Memo

Appendix H Exhibition Installation Checklist