

BFA_2010 | Student Committee

Responsibilities Faculty

Expectations and Timeslots

Bachelor of Fine Arts Exhibition | May 2010

Committee	Student Responsibilities/Expectations	Faculty Responsibilities/Expectations
<p>Announcement W_31_March 12:10-1:00 p.m. Executive Conference</p>	<ul style="list-style-type: none"> Students will collate packets of twenty announcements per student for distribution. A cover sheet will be produced with instructions regarding mailing. Deliver to Lee Ann Warner so that students can pick-up during normal business hours. 	<ul style="list-style-type: none"> To make sure that the STUDENT completes what is expected Documentation of duty completion sent <i>by faculty</i> to Professor Urrutia in an email
<p>Label Construction TH_08_April 12:10-1:00 p.m. Mac Lab</p>	<ul style="list-style-type: none"> Students will retrieve label information placed on the Server by their peers. Conform information to standards set forth by the Committee (SEE FORM). Spell check, and print. XEROX a copy of each sheet, cut, and collate alphabetically for placement by LU or JP on the wall beside security. Ultimately, all works must have a label. 	<ul style="list-style-type: none"> Sometimes a student may have a series that they make 10 labels for, rather than naming the SERIES and having one label. In such a case, one label is more pleasing and does not overpower the works. The Committee may complete those who lack this component. To make sure that the STUDENT completes what is expected Documentation of duty completion sent <i>by faculty</i> to Professor Urrutia in an email
<p>Statement Construction TH_08_April 12:10-1:00 p.m. Mac Lab</p>	<ul style="list-style-type: none"> Students will retrieve statement information placed on the Server by their peers. Conform information to standards set forth by the Committee (FORM IN PACKET). Spell check, and print. Each statement is then placed in the Statement folder between plastic holders. A cover sheet must be made for front of book. 	<ul style="list-style-type: none"> To make sure that the STUDENT completes what is expected Documentation of duty completion sent <i>by faculty</i> to Professor Urrutia in an email
<p>Installation W_14_April 3:00-6:00 p.m. Main Gallery</p>	<ul style="list-style-type: none"> Students must not have classes during this time. They will assist in the moving and placing of works by students as mandated by Jennifer Sargent [JS], in association with Leandra [LU] and Joel Priddy [JP]. The placing is not definitive as students must measure and distribute works from left to right evenly. 	<ul style="list-style-type: none"> If LU or JP have class at this time, alternative arrangements will be made. To make sure that the STUDENT completes what is expected Documentation of duty completion sent <i>by faculty</i> to Professor Urrutia in an email

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<p>Label Installation W_14_April 10:00 p.m. Main Gallery</p>	<ul style="list-style-type: none"> • Committee will place ACTUAL labels on the walls as per standard of gallery, in a uniformed and level manner. • NOTE: At end of installation process, Students exhibiting must retrieve from the wall, by security, a XEROX copy of their proper labels and loosely place them to the right of their works, in proper order.. Label Installation uses these labels to place ACUTAL labels 	<ul style="list-style-type: none"> • To make sure that the STUDENT completes what is expected • Documentation of duty completion sent <i>by faculty</i> to Professor Urrutia in an email
<p>Gallery Clean-up W_14_April 10:00 p.m. Main Gallery</p>	<ul style="list-style-type: none"> • At conclusion of the evening of installation, the gallery must be left in pristine condition. • All refuse disposed of • Brushes and rollers cleaned; • Paint cans closed • All items returned to cart. • Cart and all additional Gallery owned items are locked in mail room until morning. 	<ul style="list-style-type: none"> • Email notification to JS where the cart has been left. • Faculty Member should put in work order for two large garbage cans with the heavy black plastic bags as liners for disposal of trash. To make sure that the STUDENT completes what is expected • Documentation of duty completion sent <i>by faculty</i> to Professor Urrutia in an email
<p>Post Installation Gallery Clean-up TH_15_April 10:00 p.m. Main Gallery</p>	<ul style="list-style-type: none"> • Inventory must be taken • Cart must be organized as specified • Pencils sharpened, etc. • Notification of missing items to JS, LU and JP. • Cart returned to File Hell. • Lock <i>File Hell</i> door • Return File Hell key to Admissions 	<ul style="list-style-type: none"> • Major responsibility is to conform to the list provided to the Faculty member of the committee by Jennifer Sargent. Check that all the elements that belong on the cart are present. • To make sure that the STUDENT completes what is expected • Documentation of duty completion sent by faculty to Professor Urrutia in an email
<p>Lighting TH_15_April 8:00 p.m. Main Gallery</p>	<ul style="list-style-type: none"> • Position all lighting to best highlight the works. Have the ability, and without fear, to work on the high ladder. • Replace bulbs as necessary. • Return ladder. 	<ul style="list-style-type: none"> • To make sure that the STUDENT completes what is expected • Documentation of duty completion sent <i>by faculty</i> to Professor Urrutia in an email