**117 GALLERY**

**GUEST CURATOR GUIDELINES**

**Exhibitions represent a key component in our visual arts presentation in the community. The goals for exhibitions are as follows:**

* Present programming that compliments all areas of the organization
  + Education –Workshops and Lecture Series
  + Special Events – Opening Receptions for the Public
  + Gallery Shop – Retail sales
* Build partnerships and seek collaborations within the community and throughout Southeast Michigan
* Create an annual calendar that includes opportunities for both juried and curated exhibitions
* Develop programming that sparks thoughtful conversation, and is mindful to the community that we serve.

**To ensure success in our exhibitions programming, curators are asked to adhere to the following guidelines:**

1. Complete and submit the CURATOR EXHIBITION PROPOSAL FORM which includes developing a themed exhibition, supported by a curatorial statement
2. Invite a minimum of 8-10 artists to participate in the exhibit (fewer than 8 must be approved by the Ann Arbor Art Center Exhibition Committee)
3. Meet with the exhibitions committee 2-3 times prior to the opening to discuss promotional materials, logistics for install, and review progress
4. Engage your social media and website following as additional sources of advertising
5. Assist the Art Center staff with installation and de-installation of the exhibit
6. Coordinate logistics related to the shipment and drop off of selected works
7. Attend the opening reception and be willing to discuss your curatorial process with gallery attendees
8. If selected, provide high quality images of the selected work for marketing at least eight weeks prior to the opening reception