

THE NOYES MUSEUM OF ART

THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

High School Ambassador Program: Outline

May 22nd-June 12th 2010

Interns will be involved with de-installing and installing an art exhibit as well as preparation for said exhibit. Each student will assist in the daily operations of managing an art gallery.

Week 1: Prepare for incoming Exhibit. De-install outgoing exhibit. May 22, 2010. 12:00- 4:00 pm

- Catalogue work for the incoming exhibition.
- Prepare wall texts and price sheets.
- Review artist contract to insure all work is completed and suitable for hanging. Review artist price sheet.
- Catalogue and inspect work for the outgoing exhibit.
- Prepare documents for artist to sign off on works returned.
- De-install show.
- Prep wall and lighting for incoming exhibit.
- Photograph work for condition reports.

Week 2: Install incoming exhibit. May 29, 2010. 12:00- 4:00 pm

- Prepare walls for installation.
- Secure and place works in order for installation.
- Measure and install work.
- Install wall texts and artist information.
- Light work for exhibit.
- Photo exhibit process

Week 3: Complete Installation. Prepare for opening Reception. June 5, 2010. 4:00- 8:00 pm

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- Complete installation process.
- Final review of all artist information.
- Review all wall text, and press related item for exhibition.
- Prepare for opening exhibit: Coordinate chair, tables, food, volunteers.
- Opening Reception: Keep food tables neat and orderly. Be helpful to guests and knowledgeable of work exhibited. Be prepared to answer question about the artists and the exhibition. Assist artist if needed.
- Photograph final installation.

Week 4: Assisting and Learning the daily operations of managing an art gallery. June 12, 2010. 12:00-4:00 pm

- Review programs used for daily operations and projects: Windows, Excel.
- Catalogue work in gift shop area.
- Managing of public relations: newspapers, websites, social media
- Lecture of the workings of a nonprofit organization.
- Lecture on Arts management.