

MFA Exhibition

March 7-25: MFA Exhibitions

Hanna Kesty

Gabe Richmond

Ray Brown

Crystal Xi

2 MFA Exhibitions

March 7-10, 2022

Laura and Paul Mesaros Galleries

March 10 (Reception)

Thursday, March 10, 2022, 5:00pm (Reception ONLY: 2 MFA Exhibitions)

SPRING BREAK (NO CLASS): March 12-20

2 MFA Exhibitions

March 21 – 24, 2022

Laura and Paul Mesaros Galleries

March 24 (Reception)

Thursday, March 24, 2022, 5:00pm: (Reception ONLY: 2 MFA Exhibitions)

Gallery hours: M-Th & Sat 12:00-9:00pm

Install-Deinstall schedule will be provided at the beginning of the spring semester prior to a meeting with the Gallery Manager to review these expectations and deadlines. Keep in mind turnover will be tight and you will ALL need to communicate clearly and work together.

MFA Document Google Drive:

<https://drive.google.com/drive/folders/1TryOrFj2IgNOk0gO3efNi1FZusZEGx-?usp=sharing>

MFA Exhibition Information Page:

<https://artanddesign.wvu.edu/student-resources/mfa-exhibition-information>

Included on the website are:

Postcard Templates (please do not modify or remove the logos), Grad PR Wufoo Form Link, Pedestal Inventory, Gallery Floor Plans, Vinyl 101

Installation:

You are responsible for installing your work. The gallery has most tools and hardware needed for installation. If you have any particular installation needs beyond normal nails, screws, shelves or pedestals, please let me know or plan to provide them.

Pedestals are in the Paul Gallery storage closet. I will send a pedestal inventory list separately. We have two moveable walls one in the Laura gallery closet and one in Paul. Also, confirm with your fellow grads that will be using the walls during your exhibition.

The gallery keys are in a lock box in the Art Office. **The code to access the box is 2538.** Please coordinate with your fellow grads to share the keys. The gallery monitor will need the keys on Monday morning so please make sure that they are returned to the lock box.

We typically hang 2D work at 60" on the center. All walls are backed with plywood.

Signs and Labels:

You are also responsible for labels for your work. In the past, we have used clear labels (I recommend Avery Clear Full Sheet or larger clear shipping labels), cardstock mounted on matboard, or a map. Some students also prepare a binder with a statement, CV, and contact information. Please get in touch if you have any questions or need advice.

Vinyl:

If you want a vinyl sign with your name and exhibition title, you have two choices. One is to use the vinyl cutter in the Fab lab. (See the Vinyl 101 document for instructions). We currently have several colors of 24in wide matte exhibition vinyl (Black, Red, Dark Blue, Gold, and Dark Gray). Signs Plus or Signs Factory are another option if you don't want to make it yourself. The turn around time is several days so make sure to plan ahead.

Sales:

The gallery does not take a commission on sales. We will refer any interested buyers to you directly to handle sales. We do not include prices on gallery labels.

Postcards:

If you choose to make a postcard for your show, please use the Mesaros gallery postcard template. Please make sure to proof your text to be sure dates and times are correct. **Do not modify or remove the logos!** Drafts of your postcards should be submitted for approval to the MFA PR Wufoo (<https://wvucca.wufoo.com/forms/mfa-gallery-exhibition-promotion-information/>) one month in advance of your exhibition.

Digital images and press information:

You are required to complete a Wufoo Publicity form. This information will be shared with Bernadette Morris who does all of the press and publicity for the School of Art and Design. In addition to the CCA's publicity the School of Art and Design will produce a group card or pamphlet. MFA PR Wufoo (<https://wvucca.wufoo.com/forms/mfa-gallery-exhibition-promotion-information/>)

Reception: ALL receptions are on HOLD until further notice due to COVID-19

All receptions will take place on the Thursday (5-6pm) the first week of the exhibition. The grads and gallery assistants can be on hand to help with set-up and clean-up. Please let me know if you will need our assistance. MFA candidates are responsible for providing their own refreshments.

De-installation:

You are responsible for repairing the walls and leaving the gallery as you found it. The gallery has spackle and paint for your use. We generally use lightweight spackle unless the holes are large. After sanding, use a small roller to cover the area. Please wash brushes/spackle knives thoroughly and put away all tools in the Laura storage closet. Empty the trash if it is full. Please let me know if anything breaks or if materials (paint, spackle) run low. If you are unsure about how to properly spackle and paint, please ask me or one of the grad assistants for a demonstration. If you do it poorly, the next person has to re-do it for you. Please do not hesitate to ask for advice. The closets should be left as clean as you found it (or cleaner). If you do a bad job I will come find you to fix it. Thanks

Mesaros Galleries

To do list for MFA Exhibitions:

Your assigned gallery will be **clean, prepped, and empty** on the Friday before your exhibition.

THIS IS HOW YOU WILL RETURN THE GALLERY AFTER THE DURATION OF YOUR SHOW!!!

There is a cart for both galleries with screws, nails, and hardware needed to hang most work. The cart is fairly organized, so please keep it that way. There is a shelving unit with other various hanging hardware and tools in the Laura Gallery closet. If you wish to use your own hardware please take it with you when your show is complete. Please do not leave it in the gallery!

If you need a pedestal to display any of your work, they can be found in the Paul Gallery closet. Please handle all pedestals with white gloves. Some pedestals may need paint. There is gallery white paint in the Laura Gallery closet. **ONLY USE GALLERY PAINT PROVIDED IN THE CLOSET.** If you intend to paint pedestals or walls a color other than gallery white you must first get approval from the Gallery Manager. There are paint rollers and trays along with the paint on the shelving in the Laura closet, PLEASE WASH OUT THE ROLLER COVERS and TRAYS after use.

We typically hang 2D work at 60" on the center. All walls are backed with plywood.

2538 is the code to access the key box next to Alison's office. You should have a plan to hang/install your work, before your show installation dates. If you have any questions about installing your work especially if there are any safety issues, please do not hesitate to ask the Gallery Manager shalya.marsh@mail.wvu.edu

You are responsible for lighting your show; please take care in using the gallery ladder it must be handled with two people (teamwork makes the dream work). The lights are very hot; there are two pairs of leather gloves with the gallery cart. Additional lights may be found in the Laura Gallery closet. Lights that are not currently functioning have been marked with blue tape or are in a box marked "broken lights" do not attempt to use these lights or mix them in with the other lights. If you find a broken light, please mark it with blue tape and put it with the other broken lights.

Once your show is complete:

- All work must be taken down and removed from the galleries. Any work left in the gallery will be thrown in the trash.
- Please keep the cart neat and organized. If you use any screws, hardware, or tools from the gallery please return them to where they belong. **You are responsible for taking your trash out.**
- Please put a drop cloth down below any area you may be painting in order to protect the gallery floors.
- All screw holes or nails must be sanded, bumped in with the back of a screwdriver, and filled with **spackle**.
- Spackle should be allowed to dry and then sanded leaving no noticeable marks on the wall.
- Erase any pencil marks and wash any dirty spots with a clean sponge before painting.
- Touched up the wall **paint** with a small roller. All touch up must be rolled over to match the wall texture. Do not touch up with a brush.
- All paint rollers, trays, and brushes should be thoroughly washed, dried and returned to the closet.
- Once the walls have been repaired use the gallery mop and vacuum to **clean** the floors.
- Return all pedestals to the Paul Gallery closet.

Name: _____ Phone: _____ Signature: _____