

LIGGETT STUDIO CURATORS' & DIRECTOR'S RESPONSIBILITIES

In order to clarify what the responsibilities are of a person who curates an exhibit/performance or other event at Liggett Studio, I have put together this document. My sincere hope is that this will help avoid some of the misunderstandings that might occur between the Director of the venue and the Curator of an event at Liggett Studio.

CURATOR'S RESPONSIBILITIES:

1. Clear Vision of the project as described and submitted in your proposal (curator's statement).
2. Doing the Research or legwork in order to determine the "theme" of the project.
3. Selection of the Artists to be presented.
4. Decides on the Region the exhibit/performance will cover.
5. Is Very Organized.
6. Signing and returning contract after getting all artists' approval.
7. Selection of the individual artworks to be presented.
8. Reception food and drink. (optional)
9. Serves as contact person to the Director & for group.
10. Communication continuously with all group members and coordinating with Director pertaining to all details for the show.
11. Coordinates the production of postcard and/or poster if desired.
12. Acquiring good jpeg hi-rez images from each artist, good descriptions of their work and bios for each artist, sent to Director in a timely manner.
13. Coordinating information about labeling and prices for artworks from artists and providing them to Director in a timely manner. Checks for accuracy on labels once hung.
14. Attendance and coordination during load in, load out of artwork and the opening. If artists cannot take their work at strike.
15. Makes other safe arrangements for taking their work.
16. Distributing artists' commission checks from Director for sales, checking for correct amounts and distributing checks to artists.

VENUE DIRECTOR'S RESPONSIBILITIES:

1. Pays all rent and utility bills for the venue.
2. Provides a safe venue which allows the Curator to coordinate
3. Provides Insurance which covers theft and/or damage of Artwork while on display.
4. Provides time for the installation or rehearsal for the event
5. Installs the artwork unless it is an installation artwork.
6. Marketing for the show consisting of all publicity that it can afford: media press releases, email blasts, Facebook posts are the main way we market. Any contact with the press needs to be approved by Director first.
7. Handling all bookkeeping and providing copy to Curator at the end of the exhibit.
8. Handles all distribution and coordination of artworks to patrons of work that sold.
9. Creation and installation of artwork labels.
10. Sets Lighting the artwork based on amount of available lighting.
11. Director is in charge of all sales at opening
12. Provides payment for the artist based on 70% less any credit card fees to Curator for distribution. Usually provided at the Strike of exhibit.
13. Director is in charge of all bookkeeping for exhibit/performance and pays all sales taxes.

SHARED RESPONSIBILITIES BETWEEN THE CURATOR AND THE VENUE:

1. Title for the exhibit. Whereas the Artist or Curator may have great ideas of what a show should be called, it is the venue's responsibility to market the work to the public and therefore this responsibility lies mainly on the venue Director. However, the Curator's vision of the project will be definitely considered.
2. Layout of artwork in gallery and rolling walls with consideration of what classes or other events may need / share the space.
3. Watching the gallery and/or personing the admissions table and coordinating with each artist for sharing this obligation. Knows how to close up safely at the end of each day.
4. Making sales after the opening during the time that the Curator or Artists are watching the gallery. It is vital that everyone who watches the gallery knows how to take money and to use Square up to charge credit cards.
5. Creating interesting events which deepen the public's appreciation of the Artwork. Performances, Artists' and/or Curator's talks, panel discussions, films, coffees, concerts, workshops, etc. can all be created and scheduled to help the general public see more of the vision of the Curator during the run of the exhibits.