

Exhibition and Studio Services (formerly Academic Services) coordinates the reservation process of exhibition spaces for Junior Reviews, as well as provides installation assistance and materials.

**Room:** 207

**Office Hours:** Monday - Friday, 10 a.m. - 4 p.m.

**Phone:** 612-874-3748

**Email:** exhibition\_studio\_services@mcad.edu

### The ESS Team

**Ian Van D. Chandler**, Exhibition and Studio Services Manager - Oversight of the department, project management, general inquiries, first point of contact for department projects

**Molly Froman**, Exhibition Services Lead Specialist - Technical advice or assistance with art installation

### Reserving An Exhibition Space

You will need to reserve an exhibition space before you sign up for your review via Academic Affairs. Please speak to our Office and Studio Coordinator in person at our office in Room 207! We offer exhibition space on a first come basis, and recommend scheduling in advance as much as possible. Your exhibition space will be available on the Thursday evening before your Reviews.

Please note that we can not reserve an exhibition space for you if you have not filled out your 'intent to participate' via the Google Form in the Guidelines sent by Academic Affairs. Failure to sign up by the deadline will require you to get approval from your department chair before we can assist you with reserving a space.

### Installation Assistance

In-person installation assistance will be available via appointment. A sign up sheet will be posted outside the ESS Office (Room 207) the week before your Junior Review. Please sign up for a slot, and report to the ESS Office at the start of your appointment, ready to go. Appointments will be available from 8 am - 8 pm Friday, and 4 pm - 8 pm on Saturday and Sunday before your Junior Review. Feel free to stop by the office with any installation questions.

Installers are happy to help talk through methods for installing artwork, demonstrate and assist in hanging glass, installing media equipment, and installing shelving. Please reach out to the Media Center for troubleshooting media equipment.

### Tools and Materials

ESS has all the installation tools you will need to successfully install your work. You can borrow these tools in the ESS office, room 207. Do not assume ESS has absolutely everything, if your installation has unique needs, be sure to meet with Molly or Ian ahead of time and discuss your specific needs.

Shelving and pedestals are all available for you to use for your Junior Review, and do not require a reservation to use. Pedestals and shelves are located on the first floor in the Cutting Room. **Remember to return these items when you deinstall for other students to use.**

## **Media Equipment**

If a student is using Media Equipment it is their own responsibility to reserve equipment and have it ready for installation.

## **Glass**

ESS has pre-cut standard glass sizes in the cutting & matting room (room 118). Standard sizes are 8x10, 8.5x11, 11x14, 11x17, 16x20, and 20x24. If you want to hang artwork with glass from ESS you must use standard sizes, we will not be cutting glass or specified sizes upon request. Please reach out if you have any questions.

## **Paint**

You cannot paint directly onto the exhibition walls you are using for Junior Reviews. If you have questions or concerns about using paint, meet with ESS ahead of time before you submit your proposal.

## **Labels**

If you would like to make and install your own didactics and labels, you can use the provided [label template](#) and print the labels on regular printer paper. You can then mount the labels on mat or foam board with spray adhesive or poster tape. You can also print didactics out on cardstock and cut them out as is.

## **Ceilings**

If you wish to hang any artwork from the ceiling, you must meet with ESS ahead of time and receive approval of your installation before you submit your proposal.

## **Lighting**

The Exhibition and Studio Services team will light Junior Reviews as soon as installation is complete. Email ESS if you have any unusual lighting requests.