

ESS DEPARTMENT PRIORITIES + FAQs

DEPARTMENT PRIORITIES

The role of Exhibition and Studio Services is to cultivate and support the artistic wellness, knowledge, and capabilities of the MCAD community and campus.

Exhibition Services

We continue to oversee the reservation, use, and preparation of the 120+ exhibition spaces throughout the college, and monitor the proper installation of artwork in these spaces. The process for making space reservations for exhibitions and critiques will remain unchanged - we can assist you in person or by email at exhibition_studio_services@mcad.edu. If you are unfamiliar with our exhibition space reservation procedures, see our FAQs, below.

An integral part of our exhibition services is to provide art installation training and information about paint, materials, tools, lighting, and space use to students, either through in-person appointments or class demos by faculty request. We are working on broadening our installation training services by adding student workshops to our offerings.

We will also continue to coordinate the installation of artwork for a yearly calendar of special exhibitions and events - Junior Reviews, MFA Mid-Program and Thesis Exhibitions, Commencement Exhibition, the MCAD Art Sale, and Art Auction.

Studio Services

ESS remains responsible for student studio assignments and monitoring the proper usage of student studio spaces. This includes managing the reservation system for 224 Studios, as well as 130+ reservable student lockers and storage spaces throughout MCAD.

We are also responsible for the daily setup, upkeep, and maintenance of MCAD's four Drawing and Painting Studios. Drawing and Painting faculty can make setup and maintenance requests via [this document](#). Fine art figure model requests for undergraduate classes, continuing education classes, and drawing co-ops will continue to be coordinated by our department.

All requests for studio, office, and classroom furniture maintenance, repairs or moves have shifted to Facilities at facilities@mcad.edu.

Event Space and Room Reservations

ESS will continue to coordinate the reservation of spaces for college events and classes. Although furniture setup for events has shifted to Facilities, our department will gather event setup and media requests, and forward them to the appropriate departments. For further information on the procedure for event furniture setup requests, see our FAQs below.

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FREQUENTLY ASKED QUESTIONS

How can I reach ESS?

We are located in Room 207, on the second floor of the Main Building, at the top of the Gallery stairs. Our office hours and contact information are listed below and can also be found, alongside department resources for students, faculty, and staff, on our Intranet page, [here](#).

Office Hours: Monday - Friday, 8am - 4pm

Phone: 612-874-3748

Email: exhibition_studio_services@mcad.edu

How can I reserve a critique space for my class?

To reserve an exhibition or critique space on campus, please speak to our Office and Studio Coordinator in person at our office, or email your request to exhibition_studio_services@mcad.edu. We offer exhibition space on a first-come basis, and recommend scheduling at least three weeks in advance, especially if you require space toward the end of the semester.

I need to reserve a room for an event or class. What should I do?

The [Room Reservation form](#) on the intranet is the best place to initiate a space reservation request. Please use this form to complete all room or event space reservation requests. If you have questions about the room reservation process, see the [Room Reservation Quick Start Guide](#) found on our intranet page, or reach out to our department email at exhibition_studio_services@mcad.edu.

My event requires furniture setup. What should I do next?

The [Room Reservation form](#) used for event space reservations includes a newly redesigned section for special furniture requests. You will be prompted to provide detailed event setup information and a diagram as part of your room reservation request. If your event requires setup in multiple rooms, please email detailed setup instructions and a diagram for each room to exhibition_studio_services@mcad.edu. ESS will gather event setup information and forward it to Facilities. Furniture setup requests will need to be submitted one week ahead of your event, and any requests with less than a week's advance notice may not be fulfilled. Please plan accordingly.

I have a classroom or office furniture request. Where should I start?

All furniture-related requests should be directed to Facilities at facilities@mcad.edu. This includes requests for new furniture, as well as maintenance, repairs or moves of existing furniture in classrooms, studios, workshops, and offices throughout the college.

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I need help with lighting. Who can assist me with that?

For assistance with lighting for an exhibition space or gallery, reach out to our department email at exhibition_studio_services@mcad.edu. In your email, include the space where you need lighting assistance as well as details for your exhibition-related lighting request. For assistance with lighting in a classroom, office, studio, or other non-exhibition space, reach out to Facilities at facilities@mcad.edu

One of my students needs a studio space. Where can I direct them?

Students who meet our studio eligibility criteria can apply for a studio by filling out an Academic Year Studio Application on the Exhibition and Studio Services Intranet page. Students transferring from another institution or who become eligible mid-year are placed at the top of our waitlist and assigned a studio if one becomes available. For questions or additional information, please contact our department at exhibition_studio_services@mcad.edu.

My classroom, office or studio needs cleaning. Who should I contact?

For assistance with any cleaning-related requests, please contact Facilities at facilities@mcad.edu

Questions or concerns?

Please reach out to ESS directly via email at exhibition_studio_services@mcad.edu.

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