

ESS DEPARTMENT PRIORITIES + FAQs

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

Room: 207

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

Phone: 612-874-3748

Email: exhibition_studio_services@mcad.edu

DEPARTMENT PRIORITIES

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 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 also manage and coordinate the 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.

FREQUENTLY ASKED QUESTIONS

Need help installing artwork or have questions about complicated installation?

If you need an extra hand installing your work or have questions about properly installing artwork please reach out to our office at exhibition_studio_services@mcad.edu and set up an appointment with our Lead Specialist! Also, if you happen to be passing by and have a quick installation question, our door is open from 8am - 4pm.

Need tools or art hanging equipment?

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Come check out power tools or more precise art hanging equipment from our office. But if it is after hours, you can find our community tool station across from the spray booth in the 225 art studios. Please be sure to return any borrowed tools or equipment.

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 have a furniture request or question. Where should I start?

All furniture-related requests or questions should be directed to Facilities at facilities@mcad.edu. If you are requesting furniture for an event, 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. We ask that you please email the detailed setup instructions and a diagram of the furniture set up to exhibition_studio_services@mcad.edu and facilities@mcad.edu.

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.

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. 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 Studio Application on the Exhibition and Studio Services Intranet page. Students transferring from another institution or who become eligible mid-year are able to apply to our waitlist. 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.