

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, 8am - 4pm

**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

**Lynaea Russom**, Operations and Installation Specialist - Model requests, room scheduling, studio assignments, exhibition reservations, 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 basic tools and hardware for you to borrow (and return after use), these are stored by the sinks and printers in the 225 Studios. The ESS office has drills, hardware, tape available for you to use, per request.

Shelving, pedestals, and glass 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 near the free shelf in the Cutting Room. Shelving is located in the hallway to the right of Auditorium 150. **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. Students should submit their Personal Proposal no later than 3 days before their Jr. Review Install Date.

## **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**

If you want to paint your exhibition space, please talk with us in advance. We require you to purchase indoor latex paint with a flat finish, and can give you brand recommendations. You are responsible to prime over the paint once the exhibition comes down. Exhibition and Studio Services can provide primer and painting supplies (drop cloths, rollers, brushes, etc.)

## **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.