

# EXHIBITION AND STUDIO SERVICES - FREQUENTLY ASKED QUESTIONS

MCAD's exhibition spaces provide approximately 1,500 linear feet of potential installation space for students. The welfare of students, faculty, and staff is a prime consideration in authorizing and scheduling any installations. We are required by law to observe the rules and regulations of the Minneapolis Fire Department, OSHA and other agencies.

## HOW CAN I REACH EXHIBITION AND STUDIO SERVICES?

**Office:** 133 (first floor of the Main Building, near the 3D Shop and loading dock)

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

**Phone:** 612-874-3748

**Email:** [exhibition\\_studio\\_services@mcad.edu](mailto:exhibition_studio_services@mcad.edu)

## WHO WORKS IN EXHIBITION AND STUDIO SERVICES?

**Alicia Kuri Alamillo**, Manager

**Jeff Jones**, Coordinator

**Madeline Garcia**, Exhibition Services Technician

**Jordyn Brennan**, Office & Studio Assistant

## HOW DO I GET A STUDIO SPACE?

Please apply for a studio by filling out an Academic Year Studio Application on the [Exhibition and Studio Services Intranet page](#). For questions or more information, please contact [exhibition\\_studio\\_services@mcad.edu](mailto:exhibition_studio_services@mcad.edu).

## HOW CAN I RESERVE A CRITIQUE SPACE FOR MY CLASS?

To reserve an exhibition space or critique space on campus, please speak to our office and studio coordinator in person at our office in Room 133, or email your request to [exhibition\\_studio\\_services@mcad.edu](mailto:exhibition_studio_services@mcad.edu). We offer exhibition space on a first come basis, and recommend scheduling in advance as much as possible.

## HOW CAN I GET HELP INSTALLING ART?

To make in-person installation/general support appointments, please contact our Exhibition Technician, Madeline Garcia, at [exhibition\\_studio\\_services@mcad.edu](mailto:exhibition_studio_services@mcad.edu).

## I NEED TOOLS TO INSTALL ARTWORK, CAN I BORROW SOME?

Yes, we have a limited amount of installation equipment and hanging hardware available for check out. All equipment must be returned after use. We also have hanging hardware available to use. Stop by the Exhibition and Studio Services office in Room 133 for assistance.

## EXHIBITION AND STUDIO SERVICES - FREQUENTLY ASKED QUESTIONS

### **I NEED A PEDESTAL FOR MY ARTWORK, CAN I BORROW ONE?**

Yes, pedestals are located in the hallway next to the first-floor painting studios (near the south entrance restrooms) and in the first floor cutting area (near the free shelf). They are available on a first come, first served basis. Please return them when you are done. There are carts available near the loading dock by the 3D Shop to use to transport the pedestals.

### **I NEED A SHELF FOR MY ARTWORK, CAN I BORROW ONE?**

Yes, shelves are located near the indoor garages by the 150 Auditorium. They are available on a first come, first served basis. Please return them when you are done.

### **I NEED GLASS FOR MY ARTWORK, DO YOU HAVE ANY?**

Standard glass sizes are free for students to use: 8x10, 8.5x11, 11x14, 11x17, 17x22, 13x19, 16x20, 20x24. Glass is located on shelves in the first floor cutting studio (near the free shelf).

### **I NEED HELP LIGHTING MY ARTWORK, CAN YOU HELP ME?**

Please email Jeff Jones at [exhibition\\_studio\\_services@mcad.edu](mailto:exhibition_studio_services@mcad.edu), with any lighting-related requests. In your email, include the room number or space where you need lighting assistance, as well as when you need it by.

### **I AM MISSING FURNITURE IN MY CLASSROOM, WHERE CAN I GET SOME?**

For classroom furniture requests, please email [exhibition\\_studio\\_services@mcad.edu](mailto:exhibition_studio_services@mcad.edu). In your request, include the room number, date by which you require furniture, and detailed information about what you need.

### **I HAVE A BURNED-OUT LIGHTBULB IN MY OFFICE/CLASSROOM, CAN YOU CHANGE IT FOR ME?**

Facilities would be more than happy to assist you with this matter. Please email them at [facilities@mcad.edu](mailto:facilities@mcad.edu), or or call them at (612-874-3749).

### **MY CLASSROOM IS TOO COLD, COULD YOU TURN UP THE HEAT?**

Facilities would be more than happy to assist you with this matter. Please email them at [facilities@mcad.edu](mailto:facilities@mcad.edu), or or call them at (612-874-3749).

## **EXHIBITION AND STUDIO SERVICES - FREQUENTLY ASKED QUESTIONS**

### **THE SINK IN MY CLASSROOM IS NOT DRAINING AND/OR THE WATER WON'T TURN ON, COULD YOU FIX THAT FOR ME?**

Facilities would be more than happy to assist you with this matter. Please email them at [facilities@mcad.edu](mailto:facilities@mcad.edu), or call them at (612-874-3749).

### **I AM LOCKED OUT OF MY CLASSROOM/OFFICE, CAN YOU LET ME IN?**

Please call Public Safety (612-874-3700) for assistance gaining entry to locked classrooms or offices. Public Safety can also be reached at extension 1700 from any on campus phone.

***FAQ UPDATED OCTOBER 2022***