

## **GALLERY POLICY**

Revised September 2009

The school has three art gallery spaces dedicated to temporary art exhibitions: the Adalman Gallery, Camalier Gallery and the Stairwell Gallery. The primary purpose of all galleries is to serve the exhibition needs of the school's art programs. In addition, the updated Student Art Collection has been installed in hallways throughout the building and in the Buchanan Reception Area. In all areas, furniture, serving tables, and temporary displays should not be placed in front of artwork. The maintenance staff is well aware of the policy articulated here. Please do not put members of that staff in a difficult position by asking them to move furniture or complete an event setup that is in violation of this policy.

### **Adalman Gallery**

The Adalman Gallery is the primary exhibition space for Upper School art students and an occasional exhibition space for Lower and Middle School art students. Priority for this space is given to the exhibition of student art. Exceptions may be made for special events (e.g. Alumnae Reunion, Auction, etc.) **if** the work to be exhibited is artistic or archival in nature and **if** a student art show is not mandated by other calendar events, such as parent conferences and Back to School night.

Ticket sales, group meetings, sales promotions and other such functions should not take place in the Adalman Gallery, but rather in the Dining Room or other appropriate places. Food in the Adalman Gallery is prohibited. Any exceptions to this rule require approval of the Art Department Chair and the Director of Fine & Performing Arts. If approval is granted, the event sponsor is responsible for ensuring proper conduct within the gallery: gallery panels should be protected from food and beverages, artwork and pedestals should not be obstructed or moved under any circumstances, and pedestals should not be used to rest food or drink.

Student groups holding dances in the spaces adjacent to the gallery (Dining Room and/or Simms Reception Room) must request the Maintenance Department to install protective plastic sheeting over the display panels. Remember that scheduling an event in the Simms Reception Room does not include the Adalman Gallery. Do not assume that the gallery is available for "overflow." Furniture from the Simms Reception Room or any other space should never be moved into the gallery for storage or use. Furniture should never be placed in front of or near artwork on display.

### **Camalier Gallery and Lewis Theater Lobby Gallery**

The Camalier Gallery and the Lewis Theater Lobby are primary exhibition spaces for the school's art program and, when appropriate, the Center of the Arts. Priority is given to the Art Department during periods of performances related to the school's program (e.g., US/MS plays, various concerts, graduation, etc.). Priority is given to the Center of the Arts during periods of performances related

to their program (e.g., Winter Festival, Spring Festival, etc.). Gallery panels on the walls of the Lewis Theater Lobby and the wooden exterior of the Eacho Lecture Hall should not be used as bulletin boards. Those surfaces are intended for exhibition of an artistic or archival nature. Furniture, event setups, and personal items should not be placed in front of artwork on the walls or in close proximity to pedestals displaying three-dimensional work.

#### Stairwell Gallery, Lower School Entry Gallery, LS Library Gallery

The Stairwell Gallery, Lower School Entry Gallery, and LS Library Gallery are primary exhibition spaces for the Lower School art program. Priority for these spaces is given to Lower School student artwork. Permission may be given for other exhibitions if scheduling permits.

#### **Middle School Display Board**

The Middle School Display Board is located just outside the Middle School Art Studio. This space is used exclusively for the exhibition of Middle School artwork.

#### **Alternative Display Spaces**

Each division of the school has bulletin boards in its corridors for the display of curricular projects (e.g., posters, visual assignments, and other classroom projects). For those displays that require horizontal surfaces (e.g., models, books, dioramas, etc.), the use of existing cases (in LS and MS corridors) or tables set up for this purpose is encouraged.

#### **Scheduling**

Scheduling for both the Adalman Gallery and the Camalier Gallery is done through the Art Department Chair. Scheduling for the Stairwell Gallery and Lower School Entry Gallery are done through the Lower School Art Coordinator. Scheduling well in advance is recommended.

#### **Installing and Dismantling Displays/Exhibitions**

All displays and exhibitions in both gallery spaces and corridors should be installed with a sense of aesthetic presentation in mind. Members of the Art Department are available for assistance. Once installed, the displays and exhibitions should be checked periodically for tidiness. Likewise shows should be dismantled in a timely manner with special attention given to removal of all pushpins, staples, labels and bits of background paper.

**For questions or clarification regarding any part of this policy, please contact the Art Department Chair or the Director of Fine & Performing Arts.**

Mary Jane Pagenstecher, Director of Fine & Performing Arts  
Nandini Giridharadas, Art Department Chair  
Kathy Chaney, LS Art Coordinator