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***The  
Rhatigan Student Center  
Art Gallery***

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***Application Packet***

***Due Date: October 7, 2009 by 5:00pm***

# **RHATIGAN STUDENT CENTER GALLERY MISSION STATEMENT**

- A.** The mission of the **Rhatigan Student Center (RSC) Gallery** is to promote understanding of visual art to the community while providing the students of Wichita State University a place to display their creative efforts and give them professional experience in curating, organizing and executing an exhibition of their work.

## **RSC ART GALLERY GUIDELINES**

**B. Administration of the Rhatigan Student Center Art Gallery**

For the Rhatigan Student Center Art Gallery, the Student Activities Council and Gallery Supervisor are responsible for:

1. The advertising of open exhibit positions and overall promotion of the gallery.
2. The selection of the RSC Art Gallery Selection Board.
3. The coordination of exhibitions after the RSC Art Gallery Selection Board selection process.
4. The overall condition of the RSC Art Gallery.
5. Establishing hours of the RSC Art Gallery
6. Hiring of RSC Gallery Attendants

**C. Priority of Exhibitions**

1. Student Activities Council (SAC) programs, exhibits, and competitions.
2. Current Wichita State University students
3. Current Wichita State University faculty and staff
4. Wichita State University Alumni
5. Community members or other individuals unrelated to Wichita State University

**D. Frequency of Exhibitions**

1. Individuals may exhibit once an academic year in addition to one joint exhibit per academic year. Student Activities Council Art competitions do not count towards exhibit time.

**E. Exhibit Scheduling**

1. Maximum two weeks (with the exception of Student Activities Council exhibits or by special arrangement).
2. Minimum one week (five business days), starting on a Monday and taken down on Friday after 5:00 p.m.
3. Length will be determined at the discretion of the Gallery Supervisor.

**F. Exhibition Approval Process**

1. The applicant will review and understand these guidelines.
2. The applicant will submit completed application to the RSC Activities Office, Room 219 by the appropriate deadline.

3. The applicant will make a brief professional presentation (10 - 20 Minutes) to the RSC Art Gallery Selection Board. The applicant should speak of his/her:
  - a) Goals for exhibiting in the RSC Art Gallery
  - b) Experience in hanging an exhibition
  - c) Preparation for hanging a professional-looking exhibition.
  - d) **The applicant should bring four to eight works of art and/or CD with images**, representative of their proposed exhibition.
4. The RSC Art Gallery Selection Board or Gallery Supervisor may decline an exhibit if:
  - a) The facility is inadequate for a specific exhibition.
  - b) The Selection Board finds the artist's work or presentation is lacking the professionalism that is the standard for the RSC Art Gallery.
  - c) There are any other extenuating circumstances.
  - d) There are more applicants than scheduled slots.
  - e) There are too many applicants with similar media.
5. The Gallery Supervisor or designee will inform all applicants of the results of their application. Applicants not hearing the results of their application and interview within a reasonable amount of time are advised to contact the Gallery Supervisor.

**G. Security Deposit**

1. A mandatory \$25.00 security deposit is collected after the exhibit is approved.

**H. HANGING EXHIBITIONS**

1. Approved exhibitors should note that they are solely responsible for hanging their own show and finding additional people to help hang the show if necessary.
2. RSC Art Gallery Limitations
  - a) There is no shelving.
  - b) Hanging objects from the ceiling requires special care and prior approval.
  - c) The gallery contains a skylight that cannot be covered.
  - d) Screws are not allowed to hang work in the gallery.
  - e) Several 110-volt power outlets are available in the RSC Art Gallery.
3. The Gallery Supervisor reserves the right to restrict the display location of art due to content, size, safety concerns, or facility limitations.

**I. GALLERY SECURITY**

1. The RSC Art Gallery provides attendants to enforce the gallery policies and to secure the artwork against theft and vandalism.

**J. LIABILITY**

1. The RSC Activities Office will exercise every possible precaution in handling all works of art but it cannot assume any responsibility for damage incurred before, during, or after the exhibit.

**K. AFTER SUCCESSFUL APPROVAL FOR AN EXHIBITION**

1. The approved exhibitor must schedule an appointment with the Gallery Supervisor to review the *RSC Art Gallery Exhibitors Agreement* and any additional information.

# Rhatigan Student Center Art Gallery EXHIBITION APPLICATION

APPLYING FOR \_\_\_\_\_ SEMESTER of YEAR 20 \_\_\_\_\_

Please type (preferred) or neatly print the following information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

Primary Phone: (\_\_\_\_) \_\_\_\_\_ ALT. PHONE: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Status: \_\_\_\_\_ Student \_\_\_\_\_ Faculty/Staff \_\_\_\_\_ Alumni  
          \_\_\_\_\_ Other

Have you exhibited your works before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, when & where: \_\_\_\_\_  
\_\_\_\_\_

Proposed date(s) of exhibition (optional): \_\_\_\_\_

Approximate number of pieces to be exhibited: \_\_\_\_\_

To my/our interview, I will bring: \_\_\_\_\_ CD: \_\_\_\_\_  
Actual Works of Art: \_\_\_\_\_ (number)

Type of Exhibition - Please specify media (painting, ceramics, mixed media, etc.)

\_\_\_\_\_

Briefly describe the overall objective of your show (i.e. purpose, theme, concept, etc.).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Any unusual requests for your exhibition (equipment, content, facility, etc.).**

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I have read the Rhatigan Student Center Gallery Application Packet. Should I be selected as an exhibitor, I understand the opportunities and responsibilities of exhibiting in the RSC Art Gallery.

If I sign below on behalf of an organization or group, I understand that the Gallery Supervisor will consider me as the contact person.

_____ <b>Printed Name</b>	_____ <b>Signature</b>	_____ <b>Date</b>
_____ <b>Additional Person(s)</b> (If joint or group exhibition)	_____ <b>Signature</b>	_____ <b>Date</b>

**Please return pages 4 & 5 of this application before the deadline to the:**  
**RSC Activities Office, Room 219**  
**Business Hours (may change without notice):**  
**Mondays - Thursdays, 8:00am to 7:00pm**  
**Fridays, 8:00am to 5:00pm**  
**Phone: (316) 978-3495**

***\*Remember to schedule an interview with the RSC Gallery Selection Board when you turn in the application.***