

Littleton Fine Arts Guild

GALLERY COORDINATOR

The Gallery Coordinator/Coordinators are responsible for putting the final touches on our gallery once all the 2D work is in place. The goal of the Coordinator is to showcase each 3D piece of work. Items will be placed on pedestals, tables, jewelry cases and window sills. 3D work should have room to breathe. Surfaces should be clean, simple and not cluttered with excess fabrics allowing the work to be seen and appreciated.

- 3D work will include sculpture, ceramics, jewelry, fabric works, turned and/or carved wood, and our “new” Little Gems.
- Coordinating the Gallery will take place on the day before each show opens. As a general rule this will be a Monday afternoon after the 2D work is hung. There is usually a class that runs until 4 pm. Coordinating may begin once the class is finished. You can communicate with the teacher the week prior to confirm timing.
- Each 3D item size, shape and color influences its placement. Many times, color is a factor in the placement of an object. 3D objects can be placed in groupings or by themselves if they are larger and need more space for themselves for more emphasis.
- Often, 3D items are used together to complement each other. Different 3D items look good together, such as a fiber piece, a pottery piece and a jewelry piece, if they complement the theme of the show and each other in color, shape and size.
- Artists and Artisans may bring in up to 12 pieces combined of 3D work. The Coordinators will decide how many pieces will stay at the Gallery to be displayed. The Coordinators must contact the Artists/Artisans immediately if all pieces of work are not used and needs to be picked up. These pieces must be picked up within 24 hrs.
- All 3D work must be labeled inconspicuously and completely:
 - Artists/Artisans full name
 - Title and/or Item #
 - Price
 - If a “Little Gem” sits on an easel the easel must be included in the sale. “easel included” must be noted on the label
- “Little Gems” are artwork or photographs that are no larger than 36 sq. inches. If framed, the frame is included in this dimension.
 - No giclees, only original artwork
 - No cardboard or mat frames (this would fall under Bin Work)
 - Deep, 1” or more, stretched canvas is acceptable without a frame. Must be gallery wrapped, no staples showing on the sides. Sides must be painted.
 - Easel stand must be included in the sale of the piece. Dark easels are preferred.



Self supporting frames are allowed.

- Shows that will not require the services of the Gallery Coordinator:
Bemis Library
Outdoor Art Market
- The South wall in The Waiting Room will be reserved for the Artist of the Month all year.
- All shows that take place inside The Depot Art Gallery will be encouraged to display in all three rooms.
- Communication between Coordinators, Show Chairs, President, and the Members is crucial prior to the day of set up. There can be many variables to the shows. Some decisions may need to be made on short notice.