

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.

- The sideboard in the Ticket room and large wood table in Baggage room should have simple plain coverings. May consider a covering on the red chest. All other surfaces should not be covered.
- The tufted leather settee should remain in the Waiting Room on the south wall under the artist of the month.
- Tall glass tower cases – positions to be determined by the Gallery Coordinator and communicated to the Show Chairs 1-3 days before a show is hung.
- 3D work will include sculpture, ceramics, fabric works, turned and/or carved wood, and smaller photographs and paintings which will be displayed on easels.
- 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.
- 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

GALLERY COORDINATOR (continued)

- If a small photograph or painting sits on an easel the easel it is encouraged that the easel be included in the sale. "easel included" must be noted on the label



- Small photographs or paintings;
 - No giclees, only original artwork
 - No cardboard or mat frames (this would fall under Unframed Artwork)
 - Deep, 1-3/8" or more, stretched canvas is acceptable without a frame. Must be gallery wrapped, no staples showing on the sides. Sides must be painted.
 - Deep, 1-3/8" cradled substrates is acceptable without a frame
 - 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.