

Scope of Work - Curator, Gallery Al-Quds

Curator schedules exhibitions 1 year in advance.

(Please note that various phases of this timeline exist simultaneously, as usually three exhibitions are in varying stages of development)

Six to eight months in advance of opening:

- Curator determines type of exhibition with artist. Dates and title are decided, taking into account Palestine Center calendar of events to avoid conflicts.
- Contract is written, to include all contingencies, such as shipping costs, travel and lodging expenses, percentage of fee on sales for Gallery and responsibilities in returning unsold artwork and delivering sold work.
- Curator supplies text and images for Gallery webpage, in the categories below:
- Program Staff (PS) prepare Gallery webpage, listing Permanent Collection as Current Exhibition, with images, and lists Upcoming Exhibitions.

Three months in advance of opening:

- Curator receives jpgs of all work to be considered for exhibition and will determine inclusion. Curator edits artist bio and artist statement, prepares labels, wall text, handouts, door signs and any other files, printing as needed.
- Curator designs exhibition based on theme he/she has developed with artist, acquires any special supplies needed for installation.
- Curator develops ancillary programming (workshops, talks, etc.) during the exhibition run; develops emails for each event, and schedules release.
- Curator designs printed invitation, sends to online printer. Curator prepares credit card request.
- Curator prepares email invitation, with 2 release schedules, one for general release and one for cultural list release. Several different versions of the invitation are sent out.
- Curator monitors regular mail cultural list, checking returned postcards to remove undeliverable listings, add changes of address and add new names to cultural list. Curator actively solicits visitors to Palestine Center or Gallery to be included in cultural list.
- Curator updates all cultural email lists, including invitees, local artists, press, etc.
- Curator coordinates with artist for receipt of artwork, to receive delivery of work and provide adequate storage in advance of installation.
- Curator creates any necessary video files.
- Curator coordinates with Program Staff (PS) for airline and hotel reservations.

One month in advance of opening:

- PS places information on exhibition on web calendar, slider, etc.
- PS releases emails, changing images and text according to Curator instructions, and assists in creating and releasing emails to specialized list, depending upon type of exhibition (e.g. cartoonists, historians, climate change advocates, etc.) Curator releases emails to cultural list.
- Curator prepares title banner.
- Curator picks up banner from printer.
- Curator prints address labels and stamps, mails postcards. (300-500).
- Curator prepares press releases; fields press inquiries and schedules interviews and coverage.
- Curator prepares printed announcements for front table.
- Curator prepares stand-up sign, (e.g. *Coming in July*) for front table, from Curator's files.
- Curator orders baklava for opening reception.
- Curator monitors RSVPs for opening reception.
- Curator arranges for purchase and delivery of any special supplies need for exhibition installation, including checking wall paint and repair supplies.

Two weeks in advance of opening:

- Curator begins social media postings about exhibition.
- Curator checks supplies (cups, plates, etc.) for opening and orders supplies as needed, and other needed supplies such as tape, bubble wrap, printable labels, specialized paper, etc. and orders as needed.
- Curator creates invitations for ancillary programs (lunchtime lectures, workshops, etc.) related to the exhibition, and sends them out in timely fashion, monitoring RSVPs and scheduling food deliveries if necessary.
- Curator prepares sales invoices, price lists and sales information for desk.

One week in advance of opening:

- CA moves webpage listing of Permanent Collection to Past Exhibitions, moves present exhibition from Upcoming Shows to Current Exhibition, and updates Upcoming Shows to include coming exhibitions.
- Curator de-installs permanent collection art, packing artwork for return shipping and packing sold work for pick up or delivery. Sales invoices are made in triplicate, one attached to each sold artwork package.
- Curator patches and paints Gallery walls, unpacks and photographs art to create condition record. All packing materials are saved and stored.
- Curator installs art, installs labels, hangs banner, door signs, table signs, installs video screens if needed.
- Curator purchases food and drink for opening reception and coordinates any necessary AV requirements for opening.
- Curator creates Instagram Story, Twitter and Facebook event.

Opening night:

- Curator coordinates any broadcasting or recording needed during opening reception.
- PS monitors editing of recordings made of artist talks and ensures they are upload to webpage in timely fashion.
- Curator prepares table for opening reception food and drink, puts out food, makes sure someone tends drinks table.
- Curator photographs reception and artist talk, if any.
- Curator holds opening reception, does walk-and-talk about exhibition contents with visitors throughout duration of exhibition.
- Curator monitors with sales if any (filling out form with buyer's contact information, type of payment, etc.). As soon as possible an invoice is created with image, price, date of sale, contact # etc.
- Curator cleans up after exhibition (food storage, dishwasher, etc.)

Exhibition closes:

- Curator de-installs exhibition, photographing all artwork as to condition before packing. Curator arranges shipping back to artist if necessary, or monitors artist pick-up of work.
- Curator contacts buyers to make arrangements for pick-up of artwork.
- Curator creates paid invoices, packs sold artwork, and creates envelope for buyer with all handouts, invitations, invoice, etc.
- Curator prepares check request for artist payment for sold work, minus Jerusalem Fund fee. This request includes copies of all paid invoices. Artist is not paid until all invoices are paid in full, unless a payment plan has been agreed to in advance.

In addition:

- All printed matter for each exhibition, (copies of emails, correspondence, contracts, purchases, handouts, signage, postcards, invoices, etc.) is to be saved to a digital folder and printed out into manila folders marked with each exhibition date and artist name.