

EXHIBITING IN THE BAUMAN FAMILY GALLERY

Gallery Information:

The Bauman Family Gallery (BFG) is a museum exhibition space, and is therefore open every day the Brick Store Museum is open.

Hours: Tuesday – Friday, 10:00am – 5:00pm; Saturday, 10:00am – 4:00pm; and Sunday, 12:00pm – 4:00pm (unless otherwise noted). Admission to the BFG is *included* in regular Museum admission. Exhibiting artists receive 4 complimentary admission tickets to give to family and friends.

In the case of special, off-hours events: because of its setting at the Dane Street Program Center, the BFG will be open during private events taking place there (unless otherwise specified).

The BFG is locked and alarmed whenever the Museum is not open. It is surveilled by a remote video surveillance system (even when visitors are in the gallery). This is to protect the artist, your work, and the Museum. The Museum is fully insured and while your pieces are on loan to us, they are covered under our policy.

Exhibition Guidelines:

1) Amount of artwork to supply:

- a. Please review the facility measurements by requesting information from the Museum staff, or visiting the gallery. Most shows include between 18 and 20 pieces. However, this can vary and you are encouraged to visit the gallery to ensure proper selection and fit.

2) Marketing and Press:

- a. The Museum will coordinate marketing and press for your exhibition; and your partnership to promote the exhibition is always appreciated! Please supply the Museum with your bio, an artist statement (regarding your exhibition), one or two digital images of your artwork (or yourself!), and a short description of the work you will be showing (i.e. media, topics, focus, presentation style, etc.). This information *must* be sent to Cynthia Walker (cwalker@brickstoremuseum.org) at least 30 days before your exhibition opening date.
- b. If you use social media and/or an artist website, please make sure to publicize your exhibition! The Museum is happy to tag your professional Facebook, Instagram or other social media pages when posting about your exhibition.
- c. Artists will be supplied a digital flyer to share with friends, family and colleagues (and on social media) to advertise the opening reception and the exhibition. Should the artist choose to print the flyer for hard copies to hand out, he/she is welcome to do so.

3) Opening receptions/Artist receptions:

- a. The Museum does not ordinarily schedule opening receptions as we do not commonly find success in those events. However, if the artist(s) would like to discuss possibilities further, you are welcome to do so.

4) Exhibition Installation:

- a. Artwork must be delivered to the Museum two weeks prior to your exhibition.
- b. The Museum staff is responsible hang your show, unless otherwise discussed. Please let us know if you would like to install your own.
- c. LABEL INFORMATION: The Museum will create labels for text panels and object labels. Please send a Word document *as soon as possible* containing the following: Title, medium, date created, description (if appropriate, i.e. location for photographs), and price (whether you are selling your pieces or not – this information is required for insurance purposes). Please send this information to Cynthia Walker (cwalker@brickstoremuseum.org).
- d. Your artist statement will be printed on a large panel to introduce the show. If you would prefer another statement be used, please send this information with your label information (above).
- e. Please note: While you are welcome to place your pieces for sale, the Museum does not place particular emphasis on art sales. Due to the public understanding of a “museum,” sales are not common. However, if you would like to sell your works in the show, the Museum will place a Price List in the exhibition, and process purchases through our Welcome Desk. Commission: 70% to artist, 30% to Museum.

5) Exhibition Take-Down:

- a. The Museum staff will take down each exhibition carefully and pack your items in the packaging they arrived in, unless otherwise discussed beforehand.
- b. Please make arrangements to pick up your work in a timely manner.
- c. You are encouraged to consider donating a piece of your work to the Museum’s modern artwork collection, which seeks to collect pieces from current Maine artists to build its collection for future Museum-goers and for the preservation of our state’s artistic heritage. Thank you!

Deadline Review:

30 Days before exhibition opens: artist bio, artist statement, digital images, and description

14 Days before exhibition opens: Drop off artwork at Museum AND send Word doc with label information to the Museum

3 days after exhibition closes: your pieces are available for pick up