

HUB Gallery

Whitworth College, Spokane WA

- I. Purpose
 - a. To provide students, alumni, faculty, staff and local artists with the opportunity to show their work at Whitworth
 - b. To give students the opportunity to learn about the exhibition process
 - c. To exhibit a variety of art that will expose the campus and community to interesting work and challenging ideas
 - d. To enhance the facility aesthetically
2. Regulations and Restrictions
 - a. Based on the Art Departments stance on censorship, artwork going in the HUB Gallery will not be censored. However, great care will be taken to select artwork that is truly educational and not merely shocking or confrontational. The work will be selected by a diverse and representative committee, see below (7 and 8)
 - i. Art is a form of communication and individual expression and does not have to be “pleasing, easy to look at, easy to understand, or easy to deal with” (Art Department Censorship Policy)
 - b. Art will be hung from a track, to ensure its safety and a waiver will be signed by the artist.
 - c. The artist and anyone who uses the track will be trained on how to use the track. A user manual will be provided as part of the training.
3. Schedule
 - a. An artist interested in exhibiting in the HUB Gallery must contact the HUB Gallery Director and submit an application, resume or statement and slides or CD. (See 12)
 - b. Periodically a prospectus will be sent out to elicit entries for the HUB Gallery.
 - i. The work will then be reviewed by the Gallery Committee
 - ii. If the artist is selected to exhibit then they will be contacted by the HUB Gallery Director
 1. A time for the exhibit will be set up
 2. A time to hang the exhibit and take it down will be set up
 - c. There will be at least two exhibits a semester
 - i. Including Junior Show and Senior Show in the Spring
 - ii. Exhibits last 6-8 weeks
4. Expectations from Artist(s)
 - a. Provide art, titles, price
 - b. Get the art to and from the Gallery
 - c. To help hang and take down the work
 - d. Publicity outside of Whitworth (See 5.c.)
 - e. Sign a waiver, stating that the HUB Gallery and Whitworth Campus is not responsible in case of damage or stolen artwork.
5. Expectations from HUB Gallery
 - a. Reasonable security for shows, this includes:

- i. The building is locked between roughly
 - 1. M-TH 11:00pm-6:45am
 - 2. F 10:00pm-7:45am
 - 3. S 11:00pm-7:45am
 - 4. Su 11:00pm-6:45am
 - ii. Regular rounds by building security/staff
 - iii. Track system has a lock so pieces are secure
 - b. Cost of reception
 - c. Publicity
 - i. Press Release
 - ii. Publicity on Campus
 - d. To help hang and take down work
 - e. If work has to come down temporarily for another event
 - i. To notify artist of this happening
 - ii. To take down and put the art in a safe place during this time
 - iii. To put the work back up after the event is over
- 6. Funding for HUB Gallery
 - a. The Special Events Budget will cover the cost of on campus publicity and a reception for the show.
 - b. This room can be accessed during regular hours during the week.
- 7. Gallery Hours
 - a. Monday-Thursday 7:00-11:00
 - b. Friday 7:00-10:00
 - c. Saturday 8:00-11:00
 - d. Sunday 8:00-11:00
 - e. Periodically special events may close the space to viewing.
- 8. Track Supplies/piece
 - a. All track supplies will be locked up when not used in the Art Buildings Storage Room. This is to insure that the supplies are not lost or stolen.
- 9. HUB Gallery Director
 - a. Lead the Gallery Committee
 - b. Work with artists
 - c. Hang Shows
 - d. Set up Receptions
 - e. Publicity
- 10. Gallery Committee – General Information
 - a. The HUB Gallery Director will lead the Gallery Committee
 - i. Make appointments to the Gallery Committee (see 7.a.)
 - ii. Set meeting times
 - iii. Contact artist(s) when a decision has been made, whether the decision is yes or no
 - b. The committee will meet 2-4 times a year to review submissions and decide which artists will be asked to exhibit in the HUB Gallery
 - c. About 4 exhibits will be shown a year, 2 in the fall and 2 in the Spring
 - i. These will include the Senior Show and Junior Show in the Spring

- d. Majority of the committee (4 members) must be present to make recommendations of what art should be shown in the HUB Gallery

11. Gallery Committee – Membership

- a. The committee will be made up of at least six individuals
- b. Four will be the following:
 - i. HUB Gallery Director
 - ii. Art Department Gallery Director
 - iii. Director of HUB
 - iv. EVP
- c. Two will be selected from the following list:
 - i. Student representative from ASWC
 - ii. Coordinator from ASWC
 - iii. Student-at-large, Art Major
 - iv. Faculty representative from the art department
 - v. HUB Staff
 - vi. Alumni
 - vii. Community member
 - viii. Student Life

12. Sales

- a. All sales will be handled directly between the artist and the purchaser. The Gallery Director will put the artist and purchaser in contact with each other.

13. How handle schedule conflicts and temporary removal of artwork from the track

- a. The HUB Gallery Director will:
 - i. Contact the artist about the temporary removal of the artwork
 - ii. Take down the artwork and put it in a safe, locked place until it is put back up (in the storage room in the Art Building)
 - iii. Put the artwork back up

14. Application

- a. 10-20 Slides/10-20 images on CD
- b. Artist's Statement/Artist Resume
- c. Application Form
- d. Self Addressed Stamped Envelope (to receive slides/CD back)

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Application to show work

Name (Please Print) _____
Address _____
City _____ State _____ Zip _____
Telephone _____
Email _____
Signature _____

Include 10-20 images either as slides or on CD.

The following information needs to be included for each slide or image on CD:

Title
Media
Image Size
Framed Size
Price
For Sale?

Make sure to include either your Artist's Statement or Resume
and the actual Slides or CD.