



MONTEIRO FAMILY COMMUNITY GALLERY EXHIBITION POLICY

General Guidelines

This gallery is reserved for the display of works of art and cultural history objects from programs sponsored by schools, community organizations, and/or artist groups in Waterbury and the surrounding towns in central and western Connecticut. The Mattatuck Museum is dedicated to serving, enriching, and celebrating the arts, culture, history, and education system of our local and regional communities. The gallery is located on the third floor adjacent to the Button Gallery and the Performing Arts Center.

Review Criteria

The Museum reserves the right to make final selection of what is exhibited. Proposals are reviewed considering the following:

- Quality
- Overall community interest
- Relevance to the Mattatuck Museum
- Art is reviewed on its own merit (please submit up to 12 jpeg images of suggested work)
- Dates of previous displays of similar objects or topics

Gallery Specifications and Exhibition Duration

The gallery offers 600 square feet of gallery space. The floor plan can be found on the Museum's website, www.mattmuseum.org. Exhibitions will be on view for a minimum of six weeks and no more than ten weeks.

Availability and Scheduling

Organizations must submit a complete proposal to be reviewed by the Director of Education at least 3 months in advance of proposed opening date. The Museum reserves the right to decline any exhibition proposal. The proposal form may be downloaded from the Museum's website, www.mattmuseum.org.

Opening Receptions

Hosting a reception is possible; check with your Museum contact about ideal times/dates. Dates are dependent on the Museum's calendar of programs and other events. Organizations are responsible for all refreshments, food, paper goods (including table cloths), and clean up. The Museum can provide round and/or rectangle tables and up to 200 chairs. If a reception is scheduled outside of the Museum's regular operating hours there is a one-time charge to cover additional staff time (security and clean-up.)

Publicity

- The Museum will publicize the exhibition through its monthly e-newsletter, on its website, and, if appropriate, in interviews or news stories generated by the media.
- We request that all flyers, press releases and other written publicity generated by the school or organization be approved by the Museum's Marketing Director before distribution.
- Printed and mailed invitations or announcements are the responsibility of each school or organization and must be approved by the Marketing Director.
- The Museum assumes permission to use photos of the exhibitions in its print and e-newsletters, on its website, or in other publicity unless otherwise specified in writing from the school or community organization.

Installation and De-installation

The Museum wants your organization's exhibition to look as professional as those in the Museum's other galleries.

- All artwork must be ready to hang including consistently framed and professionally matted. Two-dimensional works must be matted and two-dimensional works by adult artists should be matted, framed, and prepared with hanging hardware and wire.
- The organization is responsible for hanging the works and supplying all installation supplies. Installation will be guided by a Museum staff member.
- The Museum will provide guidelines for the object labels for each artwork and an explanatory text panel for the exhibition. Organizations are required to provide the text in electronic form, in a specific format, to the Museum at least 2 weeks in advance for review.
- No artworks with wet paint/ink, wet clay, or wet glue may be installed.
- Pedestals and bonnets can be provided by the Museum, but the Museum cannot guarantee any particular sizes, availability, or number of pedestals.

Other Guidelines

Items will not be for sale while on view at the Museum and prices will not be posted. If applicable, artists can leave a signed price sheet at the front desk.

Questions

Please contact Director of Education Heather Whitehouse at (203) 753-0381 x117 or by email at heather@mattmuseum.org.