

FINA Gallery Policy and Best Practices

About

During the academic year, exhibitions are organized by a visual arts and media studies course instructors since the gallery is primarily used as a teaching space in service of visual art and media studies courses. The gallery may also be used for faculty-initiated exhibitions, student-initiated or curated exhibitions, alumni exhibitions, permanent collection exhibitions, and curatorial proposals initiated by independent curators. These functions may include: students, exchanges with other educational institutions, exhibitions organized by the UBC Okanagan Gallery, and special campus events.

Installation and Deinstallation procedures, Logistics and Best Practices

- The organizing instructor then takes care of the logistics and labour of hanging and de-installing the exhibitions.
- An exhibition 'cart' containing painting supplies and all of the tools typical for gallery installations is available. Please make any additional requests for specialist equipment well in advance of the installation day.
- It is an FCCS policy that the gallery is completely restored to its original state after each use.
- Floors should be cleared and cleaned with walls patched, sanded and painted. Materials and tools are provided by the department.
- Drilling or painting on the floor is strictly prohibited.
- There are weight limitations that should be adhered to when hanging items from the ceiling joists. Please always consult with technical staff before hanging heavy objects from the ceiling. A limit of 150lbs spread across multiple joists is the agreed (Facilities Management) limit. A structural engineer's report is required should heavier loads be proposed.
- Items installed in the ceiling should be secured and checked to ensure there is no possibility of falling objects. Lanyards should be attached as required.
- There is no room for storage of artworks before or after an exhibition
- Artists, instructors and curatorial teams are responsible for hanging and lighting the exhibition, assistance can be requested, see Requesting Technician Support below.
- Ladder work is at minimum, a two-person job. Ladders should be 'footed' by at least one person to stabilize the ladder.
- Installations that could pose a safety risk to the public must be approved by technicians -this includes hanging objects from structural beams in the ceiling. Unless approved by technicians, alterations to the building and facilities are prohibited.
- Please consult with technical staff before any irregular or questionable installations need to be performed. If there is any doubt – please ask in advance!

Timelines and Exhibition Duration

- During the academic year, exhibitions are usually booked one week at a time for visual arts courses.

- To book the space for your class or special exhibition, please contact briar.craig@ubc.ca
- Typically set up is on Fridays and take down the following Thursday after 4pm.
 - If these times do not work, it is up to the person who has the space booked to work out an alternative with the scheduled exhibition before and after as needed.
 - Typically, the time of install is at the discretion of the Instructor and the de-installation should really be communicated to and coordinated with the following group to allow for enough install time.
- It is the responsibility of the artists, instructors and curatorial team to ensure the work is taken down and the space restored to its original state. The foyer and the gallery should be completely clear of all objects following each installation and plinths should be neatly stacked in the storage area by the side entrance of the gallery.
- The FINA Gallery is generally open Monday to Friday, 9am to 4pm. The technicians will open and close the gallery each day.
 - Note: after hours, the CCS building is locked to the public, but can be opened for special events, a request should be made to the Creative Studies admin staff to make this happen.

Requesting Technician Support

- Technicians are available for consultation relating to gallery installations and exhibitions, please remember to book their time well in advance.
 - Please note that the FINA gallery is a student/artist-run space and is not managed by the Technicians, so they should not be expected to do the work for you.

Exhibition Signage and labels

- It is the responsibility of the artist(s), student(s), faculty member or curator to create any labels and didactic panels.
 - Assistance can be requested from the Department Admin Assistant for regular printing
- Vinyl is available for exhibition signage, Phototex is also available for printing and is recommended for didactic rather than using vinyl.
 - plan at least 3 days in advance to request vinyl or large-scale printing in the spark lab to ensure technicians can make the time for your request

Audio Visual Equipment booking and usage

- Projectors, speakers and cameras are available to book for use in the gallery. Please ensure you book well ahead of time to ensure that the items you want are available for use.
 - Booking gear from the Asper Centre can only happen between Monday and Friday, 9am to 4pm. It is recommended that you book your gear ahead of time to ensure you can get what you want, and that you make an appointment to come pick it up and drop it off to ensure there is a technician available to assist you.
 - You need to book equipment through the Gearspace Booking System gearspace.ok.ubc.ca
 - Need an account? https://ubc.ca1.qualtrics.com/jfe/form/SV_8CvigCAHRit9LXn

Exhibition Promotion and Opening Events

- Each exhibition is photographed by the technician and posted to blogs.ubc.ca/fccsartwork
 - At the beginning of each school year, students are asked to complete a Consent to Use of Image so this can happen, if you do not want your artwork photographed or posted, you must let your instructor/curator know.
- Each exhibition is usually promoted on the FCCS, the UBC Okanagan Gallery social media channels as well as on gallery.ok.ubc.ca as appropriate.
- It is the responsibility of the artist(s), student(s), faculty member or curator, to produce related materials such as posters, postcards, announcements, email materials, etc
 - marketing support can be requested from the Communications and Marketing Specialist, for example if a media release is required.
- It is the responsibility for the artist(s), student(s), faculty member or curator to organize an opening reception for an exhibition
 - Assistance can be requested in advance from the Communications and Marketing Specialist or Department Admin Assistant
 - UBCO has a policy for serving alcohol, an Event Request must be completed and a Special Occasions licence applied for. <https://security.ok.ubc.ca/events/>
 - Note this process takes a number of weeks, so we do not recommend hosting these sorts of receptions for the weekly exhibitions, this can be reserved for special events such as the Year End Show, or Artist in Residence (UBCO Gallery).
 - To hold an informal get-together for an exhibition without food or drinks, you do not need to apply for an Event Request through UBCO security.