

# ARTQUEST

## TUTOR SESSION PLAN

Prior to the session listen to:

[A curating tool kit : session 1 playlist](#)

### Prepare

- A to-do list of all the tasks that need to happen to make an exhibition happen. Print/write each on a piece of paper. Produce one set of these per team of students.
- Pieces of paper with timings on them (e.g. 1 week, 2 weeks, 3 weeks, 4 weeks, 5 weeks, etc). Produce one set of these per team of students.

### Session 1 - planning and practicalities of exhibition making

#### Introduce project brief - (15 mins)

Introduce the project and its context to the students. Is this a project culminating in an actual exhibition? If so, talk about the space and it's programme, how pitching will work and any other expected outcomes to the project. [You can listen to an example of a project introduction made for the live project here.](#)

#### Project mapping exercise - (1hr)

Through discussion with students draw up a to-do list of bullet points covering everything that they (and you) can think of that needs to be done to make an exhibition happen. These might include the following (and more)

- Find exhibition venue
- write proposal
- confirm space
- Decide exhibition concept
- Select artists
- Invite artists
- confirm artists participation
- Find funding
- Budget
- Select work
- Issue contracts
- Establish practicalities of the work
- Decide exhibition dates
- Plan accompanying programme
- Publicise the exhibition (& programme)
- Arrange any loans
- Book transport
- Book technicians
- Arrange insurance
- Order materials & equipment
- Pre plan install
- Installation
- Label show & write accompanying texts
- Order drinks for private view
- Arrange invigilation rota
- Draw up price list
- Write exhibition opening/closing instructions
- Documentation
- Evaluate
- Book technicians for deinstall
- Book return transport for work

Divide the students into groups. Give each group an envelope containing the different aspects of exhibition organising from the items above on different sheets of paper. They then need to put these into order of priority in relation to time.

Allow 15 mins for this then discuss the order different groups have and write up on white board (15 mins)

Hand out sheets of paper with different timings on them (1 week, 5 weeks etc) and ask groups to assign them to each element (15 mins) to establish how soon before the exhibition opening each task needs to be done. Follow with further discussion and addition of timings to whiteboard (15 mins)

### **Break - 15 mins**

### **Contracts and agreements exercise - (45 mins)**

Look at a sample artist [consignment agreement](#) / [exhibition loan agreement](#) and ask groups to fill one out for a hypothetical work or exhibition (20 mins)

Discuss the structure of the different samples and each group's feedback on the experience/complexities involved (20 mins).

End session with recap of activities and questions from students (15mins).

Brief students on further reading and listening for next session (5mins)

Supplementary resources on Artquest:

- [Basics of contracts](#)  
An audio introduction to contracts by Giles Dixon of the Contract Store.
- [IP for curators](#)  
Audio recordings from legal specialists and experienced curators on best practice when showing existing work or commissioning new work.
- [Exhibition agreements](#)  
Online article and example of exhibition agreement
- [Contracts with galleries](#)  
Online article covering the different circumstances under which an artist might need a contract with a gallery. Includes consignment agreement example.
- [Consignment agreement template](#)  
Downloadable template
- [Exhibition loan agreement template](#)  
Downloadable template

After the sessions students follow up by listening to:

[Exhibition agreements presentation audio by Silvia Baumgart](#)