

**POSITION DESCRIPTION:
ART EXHIBIT COORDINATOR, VISTA GRANDE PUBLIC LIBRARY**

Revised: March 2025

Vista Grande Public Library (VGPL) is an independent library, open Tuesday through Saturday, located in Eldorado at 14 Avenida Torreon, Santa Fe 87508. VGPL raises a good portion of its operating funds through special events. The Art Exhibits are a community service but also raise some funds for the library. The Art Exhibit Coordinator (AEC) manages the entire Art Exhibit project with volunteer help.

Requirements:

- Able to lift and carry up to 50 pounds (ladders and art)
- Able to climb 10-ft ladders
- Adept with project management including using such software such as Excel
- Good communication and recruitment skills
- Marketing/promotion skills a plus

Art Exhibit Galleries

VGPL has two exhibit spaces, one for 2-dimensional art on walls towards the southern end of the library and one for 3-dimensional art in the glass display case near the check-out stand. Currently, we display the 2-D exhibits for 60 days and the 3-D for 30 or 60 days. The exhibits are open to the general public during regular library hours.

- The 2-D gallery space can accommodate between 10-18 pieces of 2-D art such as paintings, mixed-media, photography, and textiles, depending on size.
- The 3-D gallery space accommodates small sculpture, ceramics, jewelry, carvings, and paper and textile art in the lockable, lighted glass display tower near the library entrance. The case measures 72" high and 40" wide. Glass shelves are not adjustable, and they can easily scratch. Artists are encouraged to bring their own display items such as driftwood or velvet.

The library earns 20% of the proceeds of any sales during the exhibits. All sales must occur directly between buyers and the artists. Library staff will not be involved monetary or sales transactions.

Art Exhibit Process

1. Recruit artists:

- a. There are many sources through which to find artists including the Eldorado Arts and Crafts Association (EACA); Artistic License (a co-op store in the Agora); and online. Currently, 2025 is booked.
- b. Art must be subject-appropriate for the library, meaning appropriate for children and families. Nudity, alcohol, and drugs are not allowable art subjects for our space. We also do not allow overtly political statements. When in doubt, ask the librarian and the art committee.
- c. If an artist is interested in applying for an exhibit, request 2-3 jpgs of the work or a website where images can be seen; a bio that describes the art and artist's

influences/inspirations, and a filled-out VGPL art application. The application is online at VGPL. Some people are not computer savvy--offer mail or drop off at library.

2. **Vet the artists with committee.** Send the jpgs/website, bio, and application to the art exhibit committee for approval. A 3-day turnaround is normal. Inform artist of acceptance.
3. **Confirm Artist by email or phone.** Send confirmed artist the Agreement. This must be signed and kept on file.

4. **Confirm with artist how purchases and delivery of art will occur.**

The AEC collaborates with the artist to figure the best way to deliver art to the buyer. The arrangement for purchase and delivery is best discussed with the artist in advance of the exhibit.

Optimally, purchased art is left in the exhibit until take-down. Secondly, the artist can arrange with the AEC to remove a piece and install a new piece. In this case:

- The artist confirms with AEC that payment from buyer is received.
- AEC puts a SOLD sticker on the piece.
- Art is delivered to purchaser at an agreed-upon time. AEC must be present unless it is the display case, in which case staff can open the case.

5. **Decide important dates: Installation, Public Reception, and Take Down.**

6. **Installation: Note: Installation requires lifting ladders, climbing ladders, holding heavy art up to chains.**

- AEC must arrange a suitable time for the artist and the AEC/volunteer help to install the exhibit. It's recommended to try to install the two exhibits on a Thursday, Friday, or Saturday. Tuesdays and Wednesdays can work if prior to noon when children come to the library. Library is closed Sundays and Mondays.
- Exhibits officially run from the **first day** of the month of the exhibit to the **next-to-last day** of the month of the exhibit (e.g., April 1—April 29). This is because we must take down one exhibit to install the next. That is, Installation of an exhibit ideally occurs on the last day of the month preceding the exhibit month (for example, if the exhibit is scheduled for April, install the exhibit on March 31). Take-down occurs on the next-to-last day of the month (for example, if the exhibit is held in April, take down of that exhibit occurs on April 29, which leaves a day—April 30—to install the May artist). This will vary depending on the month and which day of the week these dates might fall on, of course.
- it is best if AEC is on the ladder to hang paintings unless they are simply too heavy for one person to do alone. Most artists are very gallery-savvy and know how to hang art better than we do.
 - 2-D installation: There are two ladders in the closet in the Children's Reading room. The chains and brackets on the walls are adjustable. We can double- or even triple-hang pictures.
 - 3-D: The Display Case shelves are not adjustable. Clean the shelves with glass cleaner. Ensure the lights are working. Extra bulbs are available in the lower portion of the display case. Keep track of inventory and order more lightbulbs when necessary. The key to the display case is in the librarian's office, in the key nook, behind the door.

- We cannot store art. Artists often wish to bring art into the library in stages and store the art. We cannot store art anywhere for the artist. Delivery of the art must occur on the day of installation. The meeting room MIGHT be able to be a staging area for very bulky materials during installation but check to ensure there are no meetings being held that day. No materials may be near the fire extinguisher.
- Artist provides promotional and pricing materials for exhibit.
 - business cards and card holder
 - 8.5x11 pricing sheet with a description of each piece of artwork, numbered so that patrons can easily match price to piece.
 - 8.5x11 promo flyer(s) with information about you and the work. The library has acrylic display stands and can make copies.
 - price tags to tape on or near the pieces.

7. Public Reception: Public receptions occur on the first Saturday of the exhibit month, from 1-3 pm, in the library gallery space around the long table in the fiction section. Receptions are not mandatory. Settle on this early on in contract period. Artists are asked to promote the reception to their contacts. VGPL promotes the reception through its newsletter and media distribution. Artists provide simple **pre-prepared, cold** snacks (no alcohol, no on-site cooking), serving ware, and napkins. VGPL has limited serving ware and a tablecloth.

AEC will:

- assist with set up (arrive one hour prior to reception) and clean up.
- provide artist with the VGPL Artist nametag found in the AEC mailbox in board room. There is also a nametag for the AEC.
- welcome people, answer questions, and monitor the room/refreshments table.

8. Media Promotion: The AEC sends a short article/press release about the exhibit to various media. These are on a Media Spreadsheet maintained by the VGPL Marketing Promotion Committee. AEC works with that committee to promote the art exhibits. Either AEC or the committee will send info to the media and track distribution. However, AEC is responsible for writing a Press Release that includes: bios of the artists, art mediums, duration of exhibit, public reception dates and other pertinent information about the art and artist.

9. Take Down: Take down also occurs with the artist and AEC present. Be mindful of library etiquette by keeping noise to a minimum. At the end of the exhibit, the Artist remits a check to the VGPL for 20% of all sales made during exhibit.