

## **Inverness County Centre for the Arts Draft Exhibition Duties & Responsibilities**

### **Inverness County Centre for the Arts Exhibition Responsibilities:**

- Insurance and public liability coverage
- Project manage exhibition process
- Work with artists to determine dates, themes and content for exhibits
- Unless cost prohibitive, the Centre will assist with transportation of work to the Gallery
- Catalogues and archival production will be negotiated on an individual basis, however, unless cost prohibitive, the Centre will create and print these.
- When available, the Inverness County Centre for the Arts staff will assist with installation
- The Centre and members of its exhibition committee will set up and publicize exhibitions. Publicity may be through the Centre's newsletter, local newspaper, local broadcast and public service announcements.
- Reception arrangements
- Develop and dispatch mailing list
- Postage Costs
- Staff the exhibition for its duration, provide information, referrals and facilitate exhibition sales.
- Provide advice on submissions and exhibition installation
- Use ICCA display equipment
- Signage
- Electricity and Security
- Printing and design costs of invitations

### **Artist Exhibition Responsibilities:**

- Work with the Centre to determine date, theme and content of exhibition
- Special or additional costs associated with installation and display
- Costs associated with non-standard display equipment
- Provide Centre with - Curriculum Vitae; list of works to be exhibited including title, size, value for insurance and selling price.
- Provide a personal invitation list
- Confirm opening night expectations (date, time, refreshments, opening remarks, etc.)