

## **University of Victoria Legacy Art Galleries Terms of Service for Exhibitions with Faculty Partners**

Legacy Art Galleries (the Gallery) stewards the university's art collection and exhibition spaces in service of mobilizing the research of faculty and students and providing teaching and learning opportunities.

The Gallery seeks to work in **partnership** with students and/or faculty members on exhibitions to assist in mobilizing their research and provide learning opportunities across disciplines. In such partnerships, the Gallery offers its collections, facilities, project planning processes, and the museum expertise of its staff, while the faculty partners provide the content and vision. Together, we create access to ideas and research for campus and broader communities.

The Gallery offers several exhibition spaces including the Legacy Downtown, the Legacy Maltwood, and the First Peoples House Hallway Gallery on Campus.

The Gallery looks to collaborate on projects that are in line with the Gallery **Mission** and address some of the aspects of the **Exhibition Mandate**.

**MISSION:** At the University of Victoria Legacy Art Galleries, art works to promote dialogue around issues that matter.

### **EXHIBITION MANDATE:**

- **Use of the collection.** With large and rich holdings, Legacy seeks to exhibit its own collection wherever possible;
- **Mobilization of UVic student and faculty research and creative production.** These art exhibitions may or may not include collection work; however, art/visual culture should be at the basis of its content.
- **Opportunities for student mentorship and experiential learning.** Involvement of students in all levels of curatorial practice;
- **Opportunities for broader community engagement.** Legacy strives to develop opportunities for community involvement, collaborations, and partnerships.
- **Projects that aid in teaching and learning across disciplines.** These may include self-generated exhibitions and, on occasion, touring exhibitions, particularly those that provide context for Legacy's collection.
- **Projects that are organized by the Williams Legacy Chair** that relate to the Michael Williams Collection and other teaching and community engaged activities.

### **Application process:**

1. Potential Exhibition Partners (Partner) interested in partnering in an exhibition project with the Gallery should contact Anahita Ranjbar, Curator of Collections to discuss their idea ([anahitaranjbar@uvic.ca](mailto:anahitaranjbar@uvic.ca)).
2. Upon submission of a **one page proposal** outlining ideas, scope, proposed timing and potential space needs, and relationship to Exhibition mandate (above) and Gallery mission, a potential project will be considered for the exhibition schedule.
3. Proposals will be assessed based on alignment with mandate, relevance to mission, learning, teaching, and engagement opportunities for the university and the community at large, as well as resource feasibility, and space availability on the exhibition schedule.

**NOTE:** The Gallery has limited space on the exhibition schedule. Expect planning of projects to start approximately **18 months to 2 years or more in advance** depending on scale of project, circumstances related to space availability and programmatic planning.

**Upon acceptance:**

1. The Partner will be offered approximate dates and a space on the exhibition schedule within the most appropriate gallery space (downtown or campus), as determined by the Gallery, and in consultation with the Partner. Exact dates for the exhibition will be determined closer to the opening.
2. The Partner will be paired with a Gallery Project Manager. The Project Manager will familiarize the Partner with the Gallery Exhibition Planning Process documents and also Roles and Responsibilities, Exhibition Text Guidelines, and Post-Exhibition Assessment form. (See Appendix A Exhibition Planning Documents).
3. The Partner will be responsible for filling in and submitting the **Exhibition Overview** document a minimum of 18 months before the opening of the exhibition and, with the Project Manager, will develop a mutually agreed upon **Exhibition Timeline**. Planning Process documents are essential to a good partnership and effective planning. Failure to adhere to these processes will result in cancellation of the project.
4. The Project Manager will work with the Partner to develop a mutually agreed upon budget for the project. While the Gallery will be responsible for basic costs to mount, promote and program the exhibition, costs related to value-added items (such as, but not limited to, exhibition catalogues, enhanced exhibition elements, enhanced opening receptions, and complex programming such as symposia, etc.), if so desired, will be, in most cases, the responsibility of the Partner.
5. The Gallery may decide to develop educational and engagement programs related the Exhibition. If this is the case, the Gallery will collaborate with the Partner to ensure programs are suitable and in line with project goals. The Gallery will cover costs for these programs.
6. The Gallery will promote the Exhibition on their website and through other promotional vehicles as applicable, using content provided and approved by Partner.
7. The Gallery will develop a look and feel for the design of the exhibition, its associated elements, and promotional materials in collaboration with the Partner.
8. The Partner and Project Manager will work collaboratively according to timelines and goals set out in the Exhibition Overview to ensure that Exhibition is presented: on time, accessible to gallery audiences, professionally installed and according to museum standards set by the Gallery.
9. Following the exhibition, the Partner and the Project Manager will complete a Post-Exhibition Assessment to measure success in meeting mutual goals of project and to assist the Gallery in improving service.

Planning Documents and Guidelines including are available upon request:

**Exhibition Overview**

**Exhibition Timeline**

**Post-Exhibition Assessment**

**Roles and Responsibilities**

**Exhibition Writing Guidelines: Writing with the Visitor in Mind**