

**Art 03a, Workshop–Museum and Gallery Operations #18551**  
**Meeting times: 1hr./week to be arranged**  
**Student Center Art Gallery**  
**Office Hours: Tues/Thurs: 12:30 – 1:40 p.m., Mon: 2:30 – 3:30 p.m.**

**Instructor: Jason Challas**  
**jason\_challas@westvalley.edu**  
**Office: Art 31; Phone: (408) 741-2542**

### **Course Description**

Rec Prep: Eligibility for Engl 001A and Read 053.

This class is a lab/workshop experience in preparation & execution of art exhibits on campus, in public spaces, including hanging systems and media.

This class is for a grade only and is repeatable 4 times. Transfers to: UC, CSU

### **Student Responsibilities**

The student is responsible for 3 hours per week, to be arranged. You will sign-in and out.

**Regular attendance** is crucial to ensure your success in the class and the success of the gallery. the dissemination of information. You are expected to stay in class the full hour, as this is a “laboratory”/studio class. If you should miss an assignment or demonstration, it is your responsibility to obtain that information from a classmate. E-mail or phone me if you have an excused absence (medical, etc.).

Student Attendance Policy (from the WVC Catalog, p. 182)

Students are expected to attend all sessions of each class. Instructors may drop students from the class if they fail to attend the first class meeting, or when accumulated unexcused hours of absences exceed ten percent of the total number of hours the class meets during the semester (1.6 hours in our case). Moreover, an instructor may drop from the class any student who fails to attend at least one class session during the first three weeks of instruction.

### **Grading**

Class performance will be evaluated based upon participation in the installation, de-installation, promotion and management of the exhibitions and daily operations of the gallery including gallery sitting.

### **Final Exam**

There is no final test, per se. You will be required to write a 3-5 paragraph summary of your experience and role in the class and the operation of the gallery.

### **Drop/Withdrawal Policy**

If you wish to drop the class, you must initiate the drop process at the admissions and records office within the first four weeks. After that one a “W” grade will be recorded. Excessive absences will result in an instructor initiated drop.

### **Reading:**

Handouts will be distributed periodically. They may also be made available on <http://instruct.westvalley.edu/challas>

### **Objective:**

**Upon completion of the course the student should be able to:**

Prepare copy and artwork for publicity of an exhibition.

Demonstrate an understanding of display and lighting of works in an exhibition by hands-on experience.

Manage an exhibition through concept to completion, registration and receiving work, mounting the exhibit and keeping gallery sitting hours, returning work to artists at the end of a show.

### **Resources:**

University Art, San Jose – 456 Meridian Ave (between Park St. and 280), 947-1444

Aaron Bros. Art – 1730 Bascom Av. Campbell, 879-3800; (other various locations), or Michael’s crafts, etc.

Orchard Supply Hardware/Home Depot (lighting and artwork hanging supplies)

### **Important Phone Numbers**

Emergency: 911      College district police: 741-2092      Health services: 741-2027

WVC makes reasonable accommodations for persons with documented disabilities. College materials may be made available in alternate formats if requested (Braille, audio, electronic or large print). For assistance, please contact the Disability and Educational Support Program at 741-2010 or 741-2658 (TTY).

*The instructor may make changes to the syllabus during the semester. It is the student’s responsibility to stay informed of these changes. Students may contact the instructor during office hours and before/after class, time permitting. Students may also wish to have a study partner whom they can contact if they miss class.*

## **Art 003a: Possible Topics:**

Write a press release announcing the opening of our newly remodeled gallery!

### **Hanging work**

Preparatory work

2d wire, frames, styles, paintings (raw stretcher) D-hooks, etc

Spacing of work

Lighting

### **Sculpture**

Securing

Displaying video/new media

### **Promotion:**

Press releases

poster design

electronic/social media marketing

website

### **Documentation**

photographing work/archives

### **Curation:**

group shows

calls

themes

"managing" artists

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### **OTHER:**

#### **PROFIT VS. NON-PROFIT SPACES/Collectives....**

**VISITS** to Works/macla/anno/ica/montalvo/sjma/zero1/cantor/SoEx

**VOLUNTEER OPPORTUNITIES (EXPERIENCE)!**

#### **"Outside the gallery"**

Display cases

Public spaces

Performance/happenings

Sculpture in public space, securing systems

**Grants** – Opportunities and basics of how to write