

Stoneleigh-Burnham School Geissler Gallery Exhibit Policy

The Geissler Gallery at Stoneleigh-Burnham School in Greenfield, Mass. features exhibits by area artists, alumnae and student artists. Generally one per term is scheduled for a 4 to 6 week duration. Exhibiting artists are invited to speak to the student body about their work, education and lifestyle as an artist.

The hours are Monday - Friday 9 a.m. - 5 p.m. when school is in session, and by special arrangement on weekends. A gallery talk is usually held on a weekday, an event which the school community attends. The artist is given an honorarium of \$150 for the talk. If the artist desires an opening in the evening, it will be held on a Friday from 5:30 - 7:00 p.m. Light refreshments (non-alcoholic) are served.

Stoneleigh-Burnham prints postcards featuring the artist's work for the exhibit. The artist is given 200 to send out. The school sends a limited number to local businesses, friends of the school and alumnae. The artist must provide a digital image 355 ppi 4" x 6" and appropriate information about the artwork at least 6 weeks in advance. If the artist wants additional cards printed she/he is responsible for the additional cost.

We publicize exhibits on our website, via social media networks and via press releases which are sent to local papers, radio and television stations. The artist must provide appropriate materials, statement, bio., etc. at least 4 - 6 weeks in advance of the show. Artists are encouraged to send us addresses of specific publications to which they would like the School to send materials.

Exhibits are usually installed on Wednesdays, but other days are accommodated, depending upon the artist's schedule. Artists are responsible for transporting, loading and unloading work to and from the gallery. Generally artists arrive in the morning, unload and position work in the space and work is hung after lunch, starting at 12:30 p.m. Work must be ready to hang with screw eyes and wires installed. The artist works with the gallery director on the installation. If an exhibit requires extra help to install, the artist should arrange for personnel. In order to have exhibit labels typed in a timely fashion (and for insurance purposes), a complete inventory list must be sent to Linda Mahoney (lmahoney@sbschool.org) at least one week in advance of the installation date.

Security is limited as there are no gallery guards. Each exhibit is insured in full, provided the artist has submitted an inventory list. Although a work of art has never been stolen, artists should bear in mind the limited security arrangements when deciding which works to exhibit.

Sales are handled directly by the artist and no commission is taken.

For information: Linda Mahoney
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