

EXHIBITIONS GUIDELINES

FOR STAFF, FACULTY, AND STUDENTS OF

*EMILY CARR UNIVERSITY
OF ART + DESIGN*

CONTENTS

- 3 ----> INTRODUCTION TO EXHIBITIONS AT
EMILY CARR UNIVERSITY
- 7 ----> UNIVERSITY-WIDE GUIDELINES FOR
EXHIBITION/ EVENT BOOKINGS
- 9 ---->TERMS OF EXHIBITION — UNIVERSITY-WIDE
- 11 ---->FAQ's
- 12 ----> STUDENT GUIDELINES FOR EXHIBITION
APPLICATIONS
- 15 ---->TERMS OF EXHIBITION — STUDENT
- 17 ---->FAQ's
- 18 ----> CONTACTS
- 19 ----> FLOORPLANS/MAPS OF EXHIBITION
COMMONS

INTRODUCTION TO EXHIBITIONS AT EMILY CARRY UNIVERSITY

Emily Carr University is home to an impressive series of exhibition spaces where art and design are presented throughout the year. These spaces include the Michael O'Brian Exhibition Commons and the RBC Media Gallery, where ECU community exhibitions are presented; numerous informal exhibition areas throughout the campus; and the Libby Leshgold Gallery which presents the work of leading professional artists. It also includes the ECU Urban Screen, the university's public art contribution to the City of Vancouver Public Art Program. Each of these spaces is programmed in different ways according to their respective mandates.

MICHAEL O'BRIAN EXHIBITIONS COMMONS AND THE RBC MEDIA GALLERY

The Michael O'Brian Exhibition Commons (MOEC) affords the opportunity for the ECU community to present exhibitions in a highly public context. These include student shows, exhibitions linked to curriculum, exhibitions of faculty artwork, and the presentation of research outcomes. The MOEC is made up of three spaces on the second/main floor of the building: Zones 1, 2, 3, as well as the RBC Media Gallery. An additional gallery is located on the first floor: Zone 4. Exhibitions may utilize one or a multiple of these spaces, depending on their scope. This means that it is possible for multiple exhibitions to run concurrently.

The MOEC spaces, as well as other public presentation sites, are overseen by the Galleries and Exhibitions department, situated within the Libby Leshgold Gallery. Programming for the MOEC is selected by committee, or determined through other means (such as annually occurring exhibitions and events). There are over thirty exhibitions presented each year (plus crits and events). In order to accommodate the high volume of requests, exhibitions are normally 10 days in length (inclusive of installation and de-installation), although exceptions are made when scheduling permits.

Student exhibition calls occur twice per year, in the early Fall and Spring Semesters. These exhibitions are organized by the student-led MOEC Exhibitions Committee, in partnership with the Libby Leshgold Gallery and the Emily Carr Students Union (ECSU). There are a minimum of six student exhibitions per semester in the MOEC spaces.

Additional spaces on the university's third and fourth floors are run independently by students and program areas. When scheduled programming allows, areas of the MOEC are made available on a first come, first served basis for class critiques.

Exhibitions that support pedagogy and the strategic initiatives of the university take precedence in the MOEC and RBC Media Gallery schedule. All exhibition requests should be submitted to the Galleries and Exhibitions Department, including those that occur on an annual basis, in order to prevent scheduling conflicts. Please refer to the Exhibition Guidelines in the following pages for detailed information on booking and application processes.

THE LIBBY LESHGOLD GALLERY

The Libby Leshgold is a publicly-funded gallery presenting the work of professional artists and designers within an international context. The gallery presents exhibitions, public programs, residencies, and publications in order to cultivate a robust environment of artistic diversity and critical thought. Further, we aim to provide a safe space for provocative ideas and experimental approaches to art and design research to aid in the advancement of the production of knowledge and art. In concert, these activities strive to promote the importance of contemporary art practice to the university community, both within it and beyond. We support Indigenous, Canadian, and international artists and designers by commissioning artworks, and assisting in the fabrication, production, presentation, and dissemination of their artwork. The Libby Leshgold Gallery oversees the ECU fine art collections and is responsible for growing the collections and ensuring that professional standards are met in its care and maintenance. Programming is curated by the gallery's professional staff.

The ECU community is encouraged to engage with the exhibitions and attend events; including opening receptions, curator's tours, artists' talks, panel discussions and more. Faculty can arrange for exhibition tours and talks, and other kinds of visits.

ECU URBAN SCREEN

The public art at Emily Carr University activates and enlivens the public realm, creating a vibrant addition to Vancouver's wider public art context. The ECU Urban Screen is the university's public contribution to the City of Vancouver Public Art Program. As articulated in the public art agreement, the university commissions artists or artist teams to develop new digital artworks to be displayed on the dedicated art-only digital screen. The exhibition schedule is determined in consultation with the selected artists, selection panel, and community advisory during the selection process.

GLASS CORNER

Glass Corner is a new initiative of the Libby Leshgold Gallery. Functioning as a public project space, Glass Corner highlights the work of emerging artists, presenting exhibitions in the gallery's self-contained and highly-visible corner window at the South-West corner of the building.

UNIVERSITY-WIDE GUIDELINES FOR EXHIBITION/EVENT BOOKINGS: MICHAEL O'BRIAN EXHIBITION COMMONS + RBC MEDIA GALLERY

The Michael O'Brian Exhibition Commons (MOEC) provides the opportunity for ECU's community to present exhibitions to the public, including those related to curriculum and student work. The MOEC is made up of four spaces: Zones 1, 2, and 3 on the second/main floor, and Zone 4 on the first floor, as well as the RBC Media Gallery. Exhibitions/events may utilize one, or a multiple of these spaces, depending on their scope. This means that it is also possible for multiple exhibitions to run concurrently.

Exhibition programming for the MOEC is overseen by the Libby Leshgold Gallery and Exhibitions Office, in cooperation with the Students Exhibitions Committee and the Emily Carr Students Union (ECSU).

**Please note this is the guide for UNIVERSITY-WIDE event/
exhibition booking. For students wanting to propose an
exhibition, please see the Student Guidelines for Exhibition
Applications.*

HOW TO REQUEST EXHIBITION/EVENT SPACE:

1. Submit requests to the Exhibitions Office at exhibitions@ecuad.ca.

Requests are reviewed and selected by the Exhibitions Office according to availability and priority. Priority is given to: 1. Student exhibitions 2. Curriculum (i.e. critiques, classes) 3. Teaching + Learning (i.e. Faculty Research). Please note space is limited, and though the Exhibitions Office does its best to assist with all requests, not all can be accommodated.

2. Requests should contain:

- a) Exhibition/Event Information
 - i. Title + date of proposed exhibition/event
 - ii. Name of curator/key organizers responsible
 - iii. Contact number + email for the above
- b) Detailed curatorial statement outlining the thematic concept of proposed exhibition
- c) How the use of space is envisioned

3. All proposals will be reviewed on the basis of priority and availability, as outlined above. Outside of booking Student Exhibitions, The Libby Leshgold Gallery does not review requests based on merit.

4. Recurring exhibitions/events must be booked annually. The Libby Leshgold Gallery cannot guarantee the same date(s) each year.

5. Exhibitions/Events may be booked up to 3 months in advance—requests made outside of the 3 month mark cannot be guaranteed.

TERMS OF EXHIBITION — UNIVERSITY-WIDE

****PLEASE READ PRIOR TO SUBMITTING REQUESTS***

1. The Exhibition/Event should be the same as that requested. Any deviance without the approval of the committee is subject to removal.
2. The Exhibition/Event must not present any kind of health or safety hazard. This also applies to the materials used in the work's production. Modification or removal may be necessary if the work is deemed to present such a hazard.
3. Artworks must not block or obstruct hallways, exits, doorways, stairwells, emergency phones, fire alarms, fire extinguishers, etc.
4. All areas used for the purposes of exhibiting artworks must be returned to their original condition in a manner that is satisfactory to the Libby Leshgold/Exhibitions Office or a representative thereof.

This includes:

- Taking precautions to avoid getting paint on the floor
- Filling and sanding holes
- Painting over any marks made during de-installation of work.
- Removing any paint/substances from the floor post-installation

The white paint approved for use in the gallery will be supplied to you for this purpose, but all other materials and tools must be supplied by the exhibitors. Please consult with Kevin Romaniuk (Exhibition Technician/Installation Coordinator) about the appropriate repairs prior to the close of your exhibition.

5. Only installation materials approved for use are allowed. Nails and screws used should be no longer than 30mm. Glue, double-sided carpet tape, and double-sided foam tape may NOT be used for installation. If you are unsure about the use of any installation materials please consult with the Exhibitions Technician/Installation Coordinator, Kevin Romaniuk, prior to use. To ensure best practices, technicians are available to assist with installation.

6. Exhibitions/Events must be mounted on the approved start date and be removed/finished on the approved end date. If artwork is not removed on the agreed upon date, it will be removed and the exhibitor will be charged a fee. There are no exceptions to this rule unless prior arrangements have been approved.

7. Exhibitors requiring the use of equipment such as computers, monitors, projectors, speakers, etc. must make their own arrangements for the loan of these from Media Resources (mediaresources@ecuad.ca). Securing equipment is not the responsibility of the Exhibitions Department or the Libby Leshgold Gallery. For assistance securing equipment please consult with Exhibition Technician/Installation Coordinator Kevin Romaniuk.

8. Exhibitors requiring the use of plinths or other exhibition furnishings must make arrangements for their use prior to the start of installation. There is no central storage for plinths and it should not be assumed that the Libby Leshgold Gallery can provide them.

9. Emily Carr University is not responsible for the theft or damage of artwork on display within its galleries and public spaces.

FAQs

WHERE CAN I GET PAINT?

Paint is supplied by the Libby Leshgold Gallery. Contact Exhibition Technician Kevin Romaniuk.

WHERE CAN I GET PLINTHS?

There is no central storage for plinths. Students are in charge of providing their own plinths.

HOW LONG DO EXHIBITIONS RUN?

Exhibitions usually run for an average of 10 days in length, which includes one day for installation and one day for de-installation.

WHAT ARE THE HOURS OF THE MOEC?

The hours of the MOEC are the same as the hours of the school.

CAN WE GET A LIQUOR LICENSE FOR THE OPENING?

In some circumstances, Staff and Faculty may be able to obtain a liquor license, depending on location and time. Please contact exhibitions@ecua.ca for more information.

CAN I PROPOSE THE USE OF THE RBC MEDIA GALLERY?

Yes. Please note the RBC is booked separately from Zones 1, 2, 3, and 4 in the MOEC and artworks that require the use of darkened space will be given precedence.

STUDENT GUIDELINES FOR EXHIBITION APPLICATIONS: MICHAEL O'BRIAN EXHIBITION COMMONS + RBC MEDIA GALLERY

The Michael O'Brian Exhibition Commons (MOEC) provides the opportunity for ECU's community to present exhibitions to the public, including those related to curriculum and student work. The MOEC is made up of four spaces: Zones 1, 2, and 3 on the second/main floor and Zone 4 on the first floor, as well as the RBC Media Gallery. Exhibitions/events may utilize one, or a multiple of these spaces, depending on their scope. This means that it is also possible for multiple exhibitions to run concurrently.

Exhibition programming for the MOEC is overseen by the Libby Leshgold Gallery and Exhibitions Office, in cooperation with the Students Exhibitions Committee and the Emily Carr Students Union (ECSU).

**Please note this is the guide for STUDENT Exhibition Applications. For staff/faculty/students wanting to request space for a critique/other event, please see the Guidelines for University-wide Exhibition/Event Bookings and/or email exhibitions@ecuad.ca.*

HOW TO SUBMIT AN APPLICATION:

1. Applications in the form of a proposal should be submitted in a digital .pdf file to the Student Exhibitions Office at studentexhibitions@ecuad.ca.

Proposals are reviewed and selected by the MOEC Exhibitions Committee. The selection process for student exhibitions is highly competitive so please provide as much detail as possible in support of your proposal.

2. Proposals should contain:

- a) Application Information
 - i. Title + date of proposed exhibition
 - ii. Name of curator/key organizers responsible
 - iii. Contact number + email for the above
- b) Detailed curatorial statement outlining the thematic concept of proposed exhibition
- c) Names of participants + disciplines with an articulation of how their work addresses the exhibition concept
- d) A minimum of 5 + a maximum of 20 images +/- or video clips of work that will appear in the show, along with title + dimensions of individual works.
- e) How the use of space is envisioned, including a map of the Exhibition Commons that shows where you envision the works being placed.

3. All proposals will be reviewed on the basis of merit, quality of

work, and content as it relates to the stated theme or objective. Professional proposals are expected.

4. Proposals for the Exhibition Commons should suggest group exhibitions only. Solo exhibitions are not feasible due to high demand + limited space.

5. MOEC programming will reflect the diversity of disciplines taught within the institution, at the various levels of student development. Note: Show organizers are eligible to receive up to \$100 reimbursement from the Emily Carr Students' Union for exhibition costs (excluding alcohol). Please keep all original itemized receipts (credit card slips cannot be accepted) for submission to the ECSU. If students have ideas for projects in the Exhibition Commons that require additional funding, they can contact the ECSU for assistance with a more detailed grant funding request.

6. Artwork proposed should not incite hate or cultural appropriation. Works exhibiting such content are subject to removal.

*PROPOSALS MUST BE IN A SINGLE .PDF
+ EMAILED TO STUDENTEXHIBITIONS@ECUAD.CA*

TERMS OF EXHIBITION — STUDENT

****PLEASE READ PRIOR TO SUBMITTING APPLICATIONS***

1. Artwork to be exhibited should be the same as that selected by the MOEC Exhibition Committee. Deviance from this without approval of the committee is subject to removal.
2. Artwork must not present any health/safety hazards. This also applies to the materials used in the work's production. Modification or removal may be necessary if the work is deemed to present such a hazard.
3. Artworks must not block or obstruct hallways, exits, doorways, stairwells, emergency phones, fire alarms, fire extinguishers, etc.
4. All areas used for the purposes of exhibiting artworks must be returned to their original condition in a manner that is satisfactory to the Libby Leshgold/Exhibitions Office or a representative thereof.

This includes:

- Taking precautions to avoid getting paint on the floor
- Filling and sanding holes
- Painting over any marks made during de-installation of work
- Removing any paint/substances from the floor post-installation

*White paint approved for use in the gallery will be supplied to you for this purpose, but all other materials + tools must be supplied by the exhibitors. Please consult with Kevin Romaniuk (Exhibition Technician/Installation Coordinator) about appropriate repairs prior to the close of your exhibition.

5. Only installation materials approved for use are allowed. Nails and screws used should be no longer than 30mm. Glue, double-sided carpet tape, and double-sided foam tape may NOT be used for installation. If you are unsure about the use of any installation materials please consult with Kevin Romaniuk prior to use. To ensure best practices, technicians are available to assist with installation.

6. Artwork must be installed and removed on the approved start and end dates. If artwork is not removed on agreed upon dates, it will be removed and the exhibitor will be charged a fee. There are no exceptions to this rule unless prior arrangements have been approved.

7. Exhibitors requiring equipment such as computers, monitors, projectors, speakers, etc. must make their own arrangements for the loan of these from Media Resources (mediaresources@ecuad.ca). Securing equipment is not the responsibility of the Exhibitions Department or Libby Leshgold Gallery. For assistance securing equipment please consult with Kevin Romaniuk.

8. Exhibitors requiring the use of plinths or other exhibition furnishings must make arrangements for their use prior to the start of installation. There is no central storage for plinths and it should not be assumed that the Libby Leshgold Gallery can provide them.

9. Emily Carr University is not responsible for the theft or damage of artwork on display within its galleries and public spaces.

10. If selected, contact Susanna Browne (sbrowne@ecuad.ca) at the Libby Leshgold Gallery to sign an Exhibition Contract.

FAQs

WHERE CAN I GET PAINT?

Paint is supplied by the Libby Leshgold Gallery. Contact technician Kevin Romaniuk.

WHERE CAN I GET PLINTHS?

There is no central storage for plinths. Students are in charge of providing their own plinths.

HOW LONG TO EXHIBITIONS RUN?

Exhibitions usually run for an average of 10 days in length, which includes one day for installation and one day for de-installation.

WHAT ARE THE HOURS OF THE MOEC?

The hours of the MOEC are the same as the hours of the school.

CAN WE GET A LIQUOR LICENSE FOR THE OPENING?

Unfortunately students are not able to acquire a liquor license for openings.

CAN I PROPOSE THE USE OF THE RBC MEDIA CALLERY FOR MY SHOW IN THE MOEC?

Yes. Please note the RBC is booked separately from Zones 1, 2, 3, and 4 in the MOEC and artworks that require the use of darkened space will be given precedence.

CONTACTS

EXHIBITIONS OFFICE

exhibitions@ecuad.ca

STUDENT EXHIBITIONS

studentexhibitions@ecuad.ca

MEDIA RESOURCES (for equipment such as computers, monitors,
projectors, speakers, etc.)

mediaresources@ecuad.ca

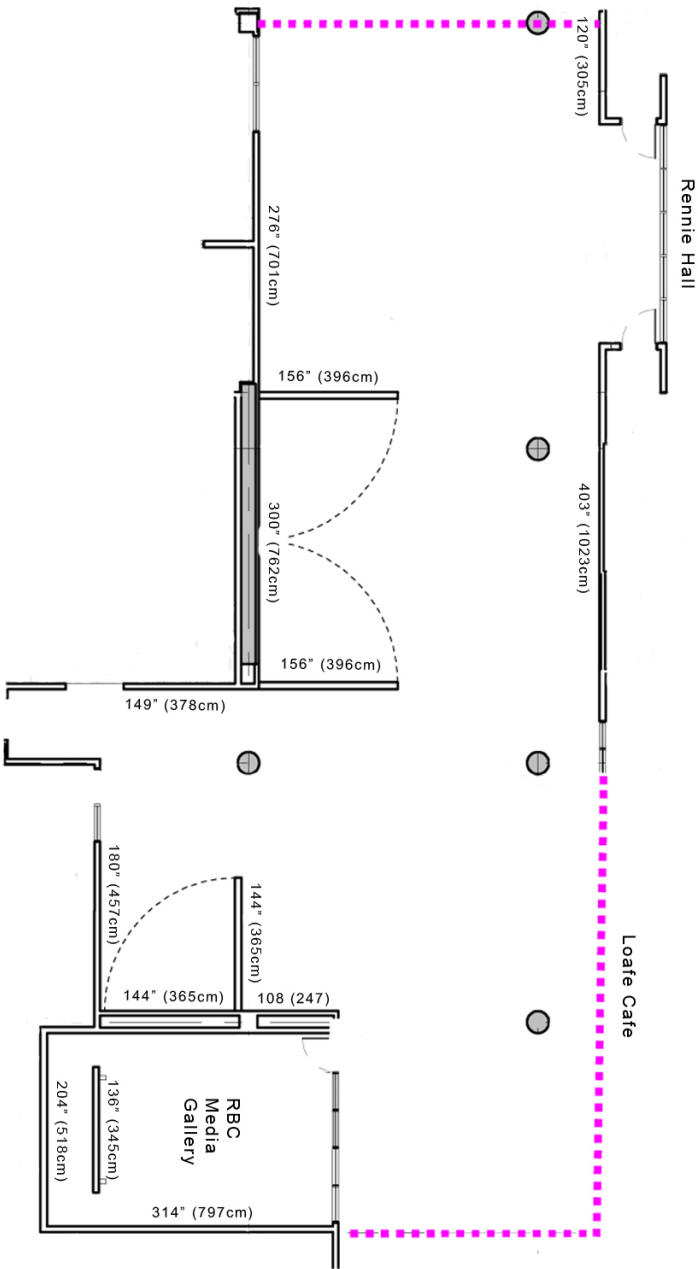
KEVIN ROMANIUK (Exhibitions Technician/Installation Coordinator)

kromaniuk@ecuad.ca

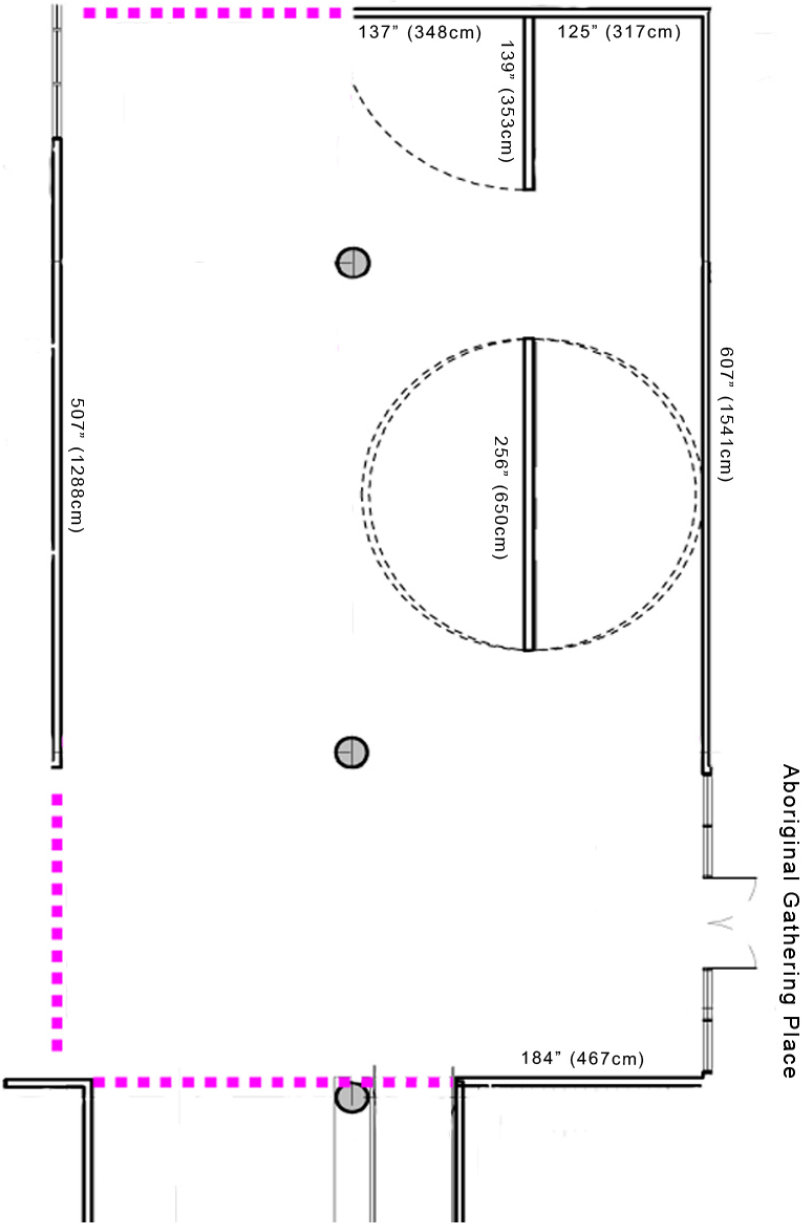
SUSANNA BROWNE — (Gallery Administrator)

sbrowne@ecuad.ca

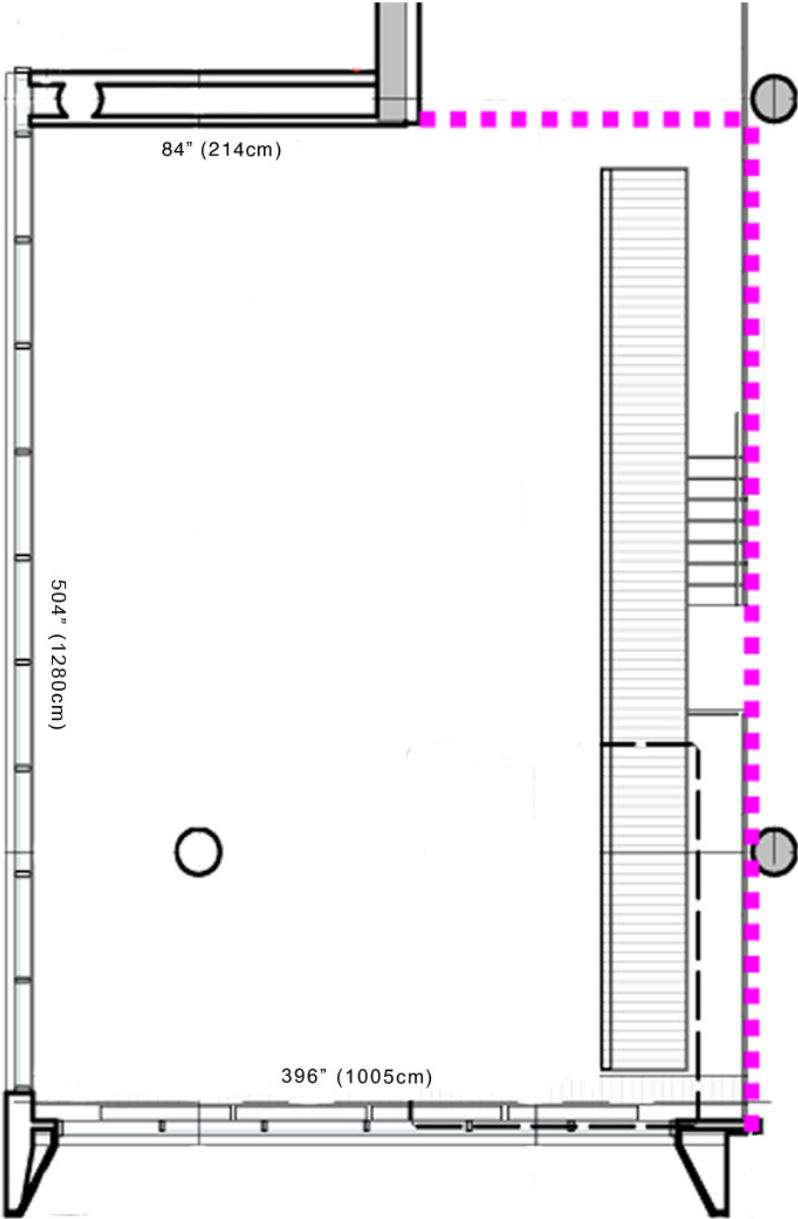
EXHIBITION ZONE 1 — WESTERNMOST EXHIBITION AREA



EXHIBITION ZONE 2 — CENTER EXHIBITION AREA

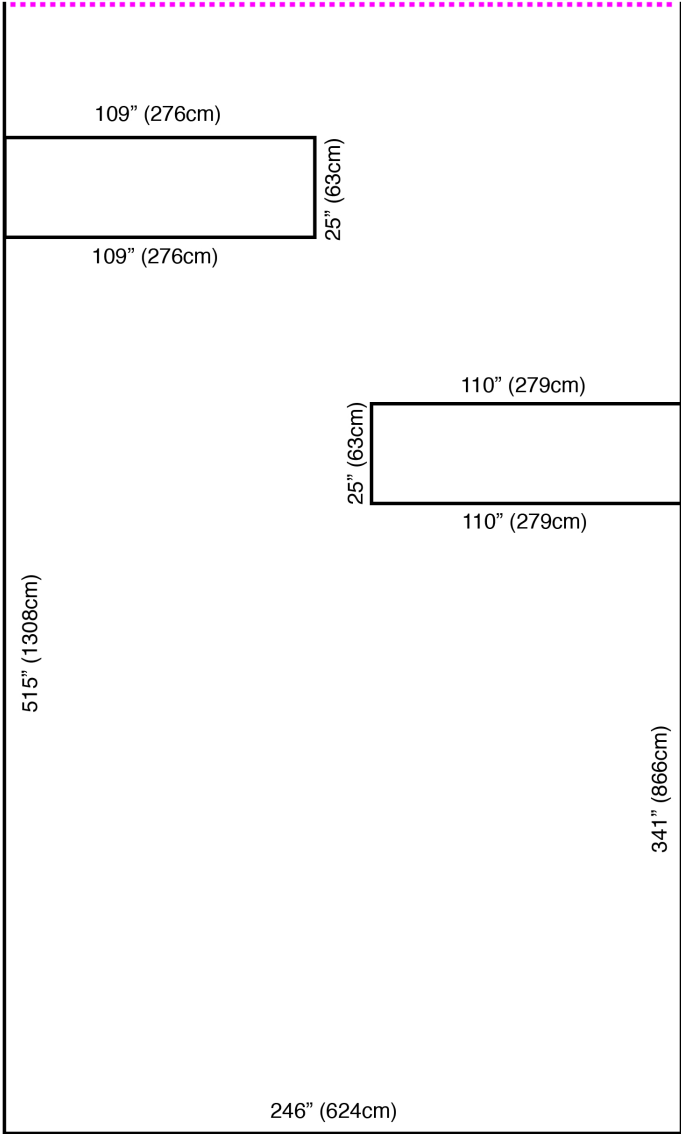


EXHIBITION ZONE 3 — EASTERNMOST EXHIBITION AREA



EXHIBITION ZONE 4 — 1st FLOOR GALLERY

Approx. 881 sq ft
Ceiling Height: 13ft



The Libby Leshgold Gallery gratefully acknowledges the financial support
of the Canada Council for the Arts.

The Libby Leshgold Gallery respectfully acknowledges that we are
located on the unceded, traditional and ancestral Musqueam, Squamish,
and Tsleil-Waututh territories.

Libby Leshgold Gallery

Emily Carr University of Art + Design
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