

## **Job Description**

### **Hanging Artwork Chairperson**

The hanging committee is responsible for hanging the exhibit

1. Select volunteers to hang the exhibit (usually two members plus Hanging Chair).
2. Purchase putty for adhering artist/title cards to wall and keeping paintings straight.
3. Supplies needed for the Annual Members' Show and Members Juried Art Competition include:
  - a. Step Stools
  - b. Push pins, which are stored at SRAL's studio (check that there are enough, otherwise purchase more).
  - c. Hold all of the receipts until all purchases have been made, then present them to the SRAL Treasurer.
4. For the Annual Members' Show and Members Juried Art Competition Annual Members' Show and SRAL's Juried Exhibit, create several signs (refer to [Attachment A](#) from 2016) that state that: Artwork is for sale. Please contact artist to purchase. Please note that for Members Juried Art Competition Annual, sold artwork cannot be removed until the last date of show.
5. Contact the entries chairperson to arrange for the delivery of Artist/Title cards shortly before the exhibit is hung.
6. Members of the Briggs hanging committee are not allowed to hang any part of the show at CPAC. The person allowed to hang the paintings is an employee of CPAC. The hanging crew arranges and plans the exhibit; they are expected to hand the paintings to the person hanging the show and assist by stabilizing the ladder.
7. SRAL volunteers do hang the Annual Members' Show and Members Juried Art Competition, unless a ladder is required, in which case a GVR custodian must hang those items.
8. Guidelines for arranging the artwork for hanging:
  - a. First, select paintings that are distinctly different in color and content from the remainder of the exhibit. These paintings are hung by themselves.
  - b. Then select groups of four to five paintings that are compatible in terms of color, style, content, darkness, and lightness. Try to group pieces with a calmer subject next to busier pieces so that they do not compete or fight with each other.
  - c. Due to the need to "double hang" some of the rows of paintings, hang "stronger" paintings in the top rows and those of lesser intensity in the bottom rows.

- d. Occasionally, some paintings are much heavier than the average work. Try to hang these paintings in a lower position.
- 9. Straighten artwork and affixing artist/title cards to the wall on the lower right of each painting.