

ALAMEDA COUNTY ARTS LEARNING GALLERIES

Where Education, Art and Justice Come Together

EXHIBITION GUIDELINES AND APPLICATION PACKET

Alameda County Alliance *for* Arts Learning Leadership



Alameda County Office of Education
Sheila Jordan, Superintendent



ALAMEDA COUNTY
ARTS COMMISSION

INTRODUCTION

The Alliance for Arts Learning Leadership proudly presents galleries devoted to showcasing student arts learning in the 18 school districts in the county. Sponsored by the Alameda County Office of Education and the Alameda County Arts Commission, exhibits in the Arts Learning Galleries demonstrate the multiple ways arts inform and support success for all students. The public has an opportunity to view outstanding examples of student artwork in these venues to learn about the critical role of the arts as an essential developmental tool that assists students in becoming informed, contributing citizens, committed to a healthy and equitable society. These galleries reach over 160,000 people each year!

GALLERY INFORMATION

The main galleries are located at the Alameda County Office of Education (ACOE) and the Rene C. Davidson Alameda County Courthouse. In a unique partnership between ACOE and the Alameda County Arts Commission (ACAC), additional gallery locations are available throughout the year.

The ACOE Arts Learning Gallery at 313 West Winton Avenue in Hayward, generally displays two related exhibits simultaneously during each exhibit cycle. The Rene C. Davidson Courthouse Jury Room Gallery is located in Jury Room 100 of the Courthouse at 1225 Fallon Avenue in downtown Oakland.

APPLICATION PROCESS

Applications are reviewed on a rolling basis by the appropriate agency(ies) in accordance with the criteria stated above. To be considered for an exhibition in the Alameda County Arts Learning Galleries, complete and send the attached application form at the end of this packet. Upon acceptance, you will need to provide information for exhibit signage as described in this packet and return to the Arts Learning Galleries Coordinator. You will also need to complete and return a Consent and Release Form for each participating student in the exhibition.

EXHIBIT CONTENT

All exhibits must meet the following requirements:

- Include work exclusively by Alameda County youth
- Feature culturally and geographically varied sectors of the community
- Showcase artwork in a variety of visual media by a range of age groups K - 12
- Demonstrate educational and organizational partnerships with Alameda County schools
- Reveal the learning process through informative signage and photo documentation
- Use the display space to the fullest degree with artwork ready-to-install according to specifications

EXHIBIT INSTALLATION GUIDELINES

Exhibiting groups and organizations are responsible for transporting, hanging, labeling and removing the works of art displayed in the Arts Learning Galleries. Each exhibition opportunity will require approximately 10-30 pieces of artwork representing a group of students such as a classroom, school or arts organization. Artwork submitted must be two-dimensional or low-relief and appropriate to hang on the wall. Some sculpture may be displayed in limited quantities at the ACOE Gallery. Typically funds are not available to prepare artwork to hang, however, if your exhibit installation requires expenses beyond the ability of your organization, please contact us: arts@acoe.org.

Two-dimensional artworks must be ready to hang in one of the following ways:

- Framed with plexiglass frames and wired ready to hang
- Mounted on foamcore or matted and mounted on posterboard
- Unframed or unmounted works on paper must be anchored on top and bottom by rigid strips

** Note: the Jury Room Gallery can accommodate large works on a 8' x 12' temporary wall built for this purpose*

Three-dimensional artworks must be low-relief and ready to hang in one of the following ways:

- Wired across the back to be hung from the gallery walls, track, or pillars
- The ACOE gallery can display some sculpture on tables but in limited quantities only

** Note: the Jury Room Gallery cannot accommodate free-standing sculpture due to the lack of pedestals and space*

ACOE ARTS LEARNING GALLERY

Each exhibition is on display for four months in these cycles: September-December, January-April, and May-August. There are 14 display boards (3' x 4') and 30 hanging brackets for framed or sculptural pieces available for displaying artwork throughout the ACOE office building. T-pins and monofilament for the display boards are provided. Both installation and de-installation must be scheduled in advance with the Arts Learning Galleries Coordinator. Typically, exhibits are hung Fridays, 9am - 5pm and de-installed Fridays, 9am - 5pm.

RENE C. DAVIDSON ARTS LEARNING GALLERY

Each exhibition is on display for four months in these cycles: September-December, January-April, and May-August. A map of wall mounting space will be provided. The walls have no solid supports of any kind, as a result work is hung from gallery molding. Hooks, monofilament, and T-pins are provided. No one *at any time* is permitted to nail or screw into any Jury Room Gallery wall. With prior approval from the Courthouse Maintenance Supervisor, however, some work may be hung using screws by the Courthouse maintenance crew. Installation and de-installation must be scheduled in advance with the Arts Learning Galleries Coordinator, the Courthouse Maintenance Supervisor, and Courthouse Jury Room Manager in advance. Typically, exhibits are hung Thursdays or Fridays, 9am - 5pm and de-installed Thursdays or Fridays, 9am - 5pm.

EXHIBIT PLANNING GUIDE

The following guide is an important reference for understanding the steps necessary for a successful exhibition. Please establish due dates according the following:

Due Date	Exhibition Timeline	Exhibition Task
	6 weeks prior to exhibition	Planning meeting to sign contract and cover exhibit packet
	4 weeks prior to exhibition	Promotion meeting to approve press release, postcard and/or flyer
	3 weeks prior to exhibition	Installation meeting to approve exhibit layout and content
	2 weeks prior to exhibition	Submit waivers for all artworks and signage text for all printing
	1 week prior to exhibition	Prepare artworks framed or mounted and ready-to-hang
	Installation date/time	Bring artworks to gallery site and install with coordinator
	Reception date/time	Prepare tables and refreshments for reception
	De-installation date/time	Remove all work from the gallery and exhibit space

ARTWORK IDENTIFICATION LABELS

You will be responsible for providing ID labels for each individual artwork or artwork group as the case may be. This provides important information to the Arts Learning Galleries Coordinator for the installation. Please mark each piece of artwork or group on the back side of the as follows:

<p>Student Name _____ Grade ____ Artwork Title _____ Medium _____</p> <p>Teacher / Artist-in-Residence _____ School / Arts Organization _____</p>

EXHIBIT PROMOTION GUIDELINES

Press Outreach

To promote each exhibit, the exhibiting group is asked to provide press release information on the form provided in the application packet. A press release will be formulated and distributed by ACOE to local media covering the Arts Learning Galleries as well as the Alameda County district which the exhibiting group represents.

Postcard or Flyers

The exhibiting group is encouraged to create a postcard or flyer promoting their exhibit. The flyer must include ACOE logos and be approved by ACOE. The ACOE Visual and Performing Arts Coordinator will distribute the promotion pieces at Alameda County Alliance for Arts Learning Leadership meetings and through email list-serves.

Public Reception

To introduce each exhibit to the community, a reception may be planned by the exhibiting group, during the day on a weekday. Arrangements must be made in advance with ACOE Visual and Performing Arts Coordinator and the Arts Learning Galleries Coordinator. Tables can be arranged, but refreshments, tablecloths and paper products are not provided. Set-up may begin after 12pm and clean-up must be completed by 5pm.

Exhibiting Group Brochure and Guest Book

Exhibiting groups may display brochures or other take-away material for the viewing audience to learn more about the exhibiting group. A sign-in guest book with comments section is also encouraged.

ARTS LEARNING SIGNAGE

The goals of the exhibits are two-fold: to exhibit finished student visual artwork and to demonstrate to the public the power of art as a necessary learning tool by communicating the arts learning process. To achieve the latter goal, exhibiting groups are asked to present text for signage with the artwork that fully describes the learning process as described below. With each exhibit we ask for documentation including a project statement, participant quotes, participant recognition, identity labels, and a visual documentation of the student creative process by providing photos of the students creating the art*. This visual diary with the artwork provides the viewer the information necessary to synthesize the students' creative process. You will not be responsible for the final signage layout, printing and mounting, which will be produced by the Arts Learning Galleries Coordinator. Please use the following template and samples reference for providing text information for your exhibit::

SIGNAGE TEMPLATE

Project Title

- title of project

Arts Partners, Instructor/Teacher, Students

- list school and/or arts partner organization
- list artist-in-residence and/or classroom teacher
- list grade and/or age and/or number of students

Arts Learning Project Statement (approximately 300-500 words)

- overall description of project
- why was this particular project chosen?

Arts Learning Project Goals (approximately 200-300 words)

- importance of topic, how did it begin, why?
- include student and/or teacher quotes

Arts Learning Project Process (approximately 500-600 words)

- describe methodology and techniques
- provide photo documentation of the students learning process*
- include student and/or teacher quotes

Summary of Learning Process (approximately 200-300 words)

- sum up the learning experience and it's importance
- self discovery? subject engagement? community relationships?
- include student and/or teacher quotes

SAMPLE OF ARTS LEARNING SIGNAGE

Sample Title:

Watershed Program: Schilling Elementary Mural and Project Drawings

Sample Arts Partner/Instructor:

*Alameda County Arts Commission Arts-In-Education Program
Dmitry Grudsky, Artist-In-Residence
6th Grade Students, Schilling Elementary School*

Sample Arts Learning Project Statement:

Watershed Arts-in-Education is provided free of charge to schools, bringing together professional artists and classroom teachers to supervise projects based on students' first-hand experience of their local creek or salt marsh. The program is a partnership between the Alameda County Flood Control & Water Conservation District and the Alameda County Arts Commission. Started in two schools as a pilot project in the spring of 1997, the program has evolved to provide ten-week long sessions in seven schools throughout Alameda County.

Sample Statement of Arts Learning Project Goals:

The goals of Watershed Arts-in-Education are:

- To instill and encourage self-esteem through creative expression*
- To foster respect for the environment through an understanding of the significance of the watershed*
- To teach and develop artistic skills*
- To give schools the tools to get involved and make positive changes in their local watersheds*

Sample Statement Describing Process:

For this project the classroom teacher, Watershed instructor and students worked together to talk about the watershed environment in the nearby Coyote Hills and to develop the project idea of creating a mural at the school site. Watershed instructor Dmitry Grudsky took the students to Coyote Hills to study and create sketches of the environment and local animals. Students created several finished drawings, ceramic tiles, and the finished mural within the school's courtyard. The mural is a panoramic "day to night" scene that represents the Coyote Hills salt marsh and the surrounding hills.

Sample Student Quote:

"In our first day of class I got a real example of how the water gets polluted. We drew a picture that had mountains, houses, trees, streets, and cars and also a creek, a lake, and the San Francisco Bay. Then, the Watershed Instructor sprayed our pictures with water to represent rain. We saw how the water flowed into our lakes and bays."
— Gabriel R., 6th grade student

Sample Teacher Quote:

"This art-making project is bringing the concept of watershed to life for our young students!"

Sample Photo Caption:

"Julie and Tom preparing the mural board painting with primer." "Students on their first day of ceramics class."

Sample Conclusion:

Studying the watershed through the lens of arts-making generated a profound understanding of the significance of community, the environment and our watershed. This project provided a forum for elementary age children to creatively express their ideas, emotions and beliefs about the world immediately surrounding them.

RECOGNITION SIGNAGE

Recognition Signage is important for the exhibition to educate the viewers about the artwork and to create an informative exhibit. Please provide in a Word document a list of all students, classroom teacher, the art teacher or Artist-in-Residence, and any volunteers who participated. You will not be responsible for the layout, printing and mounting of this signage, which will be produced by the Arts Learning Galleries Coordinator.

Please Note: All signage information must be submitted at least two weeks prior to installation for approval and printing purposes.

DIRECTIONS TO ARTS LEARNING GALLERIES

ACOE ARTS LEARNING GALLERY

The ACOE Arts Learning Gallery is located in the ACOE county office building at 313 W. Winton Avenue, Hayward, CA. Directions are available on the ACOE website at www.acoe.org. Click on the upper right hand corner "Contact Us" and go to the link "Click Here for Directions and Public Transit Information" for a detailed description. You may park in the visitors parking section.

RENE C. DAVIDSON ARTS LEARNING GALLERY

The Jury Room Gallery is located in Jury Room 100 on the first floor of the Rene C. Davidson Alameda County Courthouse in downtown Oakland. The official address of the Courthouse is 1225 Fallon Street. The Courthouse is one block from the Oakland Museum of California and occupies the entire block bounded on the east and west by Oak and Fallon Streets and on the north and south by 13th and 12th Streets. Enter on 13th Street (one-way eastbound) at Oak Street or 12th Street (one-way westbound.)

Parking and Access:

Do not double-park in front of the Courthouse entrances or on the street. You may park in the Alco Park garage located at 13th & Jackson Streets for free. The garage is connected to the Courthouse by an underground tunnel:

- 1. Drive into the County Employees entrance of the Alco Park Garage on 13th Avenue heading south just past Jackson. Do not use the entrance on Jackson, as it is a pay/public entrance with a gate and a ticket machine.*
- 2. There is no gate at the employee's entrance. Drive down the ramp, stop at the bottom, and go to the glass booth to speak the person on duty. Tell them you are installing art in the Courthouse Gallery, they will direct you to a parking spot.*
- 3. There are flat rolling carts stored to the right of the door leading to the Administration Building and Courthouse. Load the artwork on the cart and enter these double doors. Go down the ramp and hallway to the security stop and inform the guard you have artwork for the Courthouse Gallery. They generally won't need to look at the contents of the cart but please accommodate this search if requested.*
- 4. Once through the security gate, continue straight past the elevators and turn right at the dead end. Follow the signs to the Superior Courthouse. Turn left at next dead-end and go down a long, narrow white hallway that opens out into the Voter Registration hallway.*
- 5. Follow the Courthouse signs and turn left at the dead end. Take the elevators on your left to the 1st Floor. Turn left upon exiting the elevators and proceed straight. The Jury Room Gallery is on your left in Room 100.*

ARTS LEARNING GALLERIES CONTACT INFORMATION

For further information or to check on the status of an application, please call:

*Kathy Graddy, Arts Learning Galleries Coordinator – tel: 510.866.7057 / email: artisedgalleries@mac.com
Sierra Falcon, Arts Learning Program Assistant – tel: 510.670.4557 / email: arts@acoe.org*

Alameda County Alliance *for* Arts Learning Leadership



Alameda County Office of Education
Sheila Jordan, Superintendent



ALAMEDA COUNTY
ARTS COMMISSION



ALAMEDA COUNTY OFFICE OF EDUCATION

CONSENT AND RELEASE FORM

I hereby grant the Alameda County Office of Education (ACOE) and the Alliance for Arts Learning Leadership (ALL) and other project sponsors permission to use my and/or my child's photographic image and/or writings and/or other creative works (concurrently referred to as "SUBJECT WORK") for project documentation, publicity, fund raising or any other lawful purpose, including but not limited to the manufacture, production, reproduction, distribution, and other publication of the SUBJECT WORK in any manner, now known or hereinafter discovered, of any and all materials, goods, merchandise and other items incorporating the SUBJECT WORK.

I further give my consent to the Alameda County Office of Education (ACOE), the Alliance for Arts Learning Leadership (ALL), and any news organization or individual authorized by ACOE and/or ALL, to conduct interviews with me and/or my child, and to take photographs and videotape recordings of me, my child, and/or any artwork created by me or my child. I further give my consent for any interviews, photographs, or videotape recordings conducted pursuant to this authorization to appear in the national and local media, including but not limited to radio, broadcast and cable television, print media and publications, and the Internet, and to be used by ACOE and/or ALL for project documentation and production of promotional materials such as ACOE/ALL newsletters, event announcements, website production and any materials produced in partnership with other organizations or individuals authorized by ACOE and/or ALL.

I agree that I and/or my child shall have no right, title, or interest in any interview, photograph, videotape recording, film, print publication, or website content covered by this agreement and waive any right to claim compensation for such use. I further agree that I and/or my child shall have no cause for any action against ACOE, ALL or any other project sponsor for damages allegedly resulting from ACOE, ALL or any other project sponsor's use or dissemination of the SUBJECT WORK or allegedly resulting from the collection or dissemination of any such photos, videotape recordings, film, publications, or website materials described above, when distributed in the manner and for the purposes described herein.

I understand that I will receive no monetary compensation from ACOE and/or ALL, or from any media organizations, nor will ACOE and/or ALL profit from distribution of such interviews, photos or videotape recordings to the media. I hereby acknowledge that I have read, understood, and voluntarily agreed to the foregoing consent and release agreement.

Name of Child _____ School Name _____

Parent Name _____ Teacher Name _____

Parent Signature _____ Date _____

Project/Exhibition _____ Date _____

Please return this form to:
Alameda County Office of Education
313 West Winton Avenue, Hayward, CA 94544, Attn: Louise Music

ALAMEDA COUNTY ARTS LEARNING GALLERIES

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EXHIBITION APPLICATION

Name of Organization or School _____

Address _____

Authorized Contact Person _____ Title _____

Phone _____ Fax _____ Email _____

Proposed Gallery Venue: ACOE Rene C. Davidson Courthouse ACOE-ACAC (*please inquire for location*)

Proposed Exhibit Year: _____ Exhibit Term: September-December January-April May-August

Title of Proposed Exhibit _____

Name of Student Group _____ Grade Level _____ Number of Students _____

Number / Size / Medium of Artworks _____ / _____ / _____

PLEASE ATTACH ON A SEPARATE SHEET THE FOLLOWING:

– **Description of Proposed Exhibition** (50 - 100 words)

Exhibits must be able to make the arts learning visible to the viewer by including a visual 'diary' of the student creative process as part of the exhibit. Explain goals for this exhibit and materials to be incorporated.

– **Project Statement** (50 - 100 words)

Describe the arts program, the participants, the arts learning goals and the overall process. For example, how did it begin? Was the class studying a certain technique? Did it arise from a project in their classroom? Why was this particular project chosen? What steps were taken to explore and develop the project in terms of subject matter, art skills and other skills?

PRESS RELEASE INFORMATION

Contact Person _____ Title _____ Organization _____

Phone _____ Fax _____ Email _____

Venue Location _____ Dates _____ Reception Date/Time _____ / _____

Exhibit Title and Promotional Description _____

Exhibiting Group and Promotional Description _____

Authorized Signature _____ Title _____ Date _____

Please submit your application via mail, email or fax to:

Arts Learning Gallery Exhibitions, Alameda County Office of Education, Visual and Performing Arts Program

mail: 313 West Winton Aveue, Hayward, CA 94544 / email: arts@acoe.org / fax: 510.670.4207

Alameda County Alliance *for* Arts Learning Leadership

