

GUIDELINES FOR PROPOSING AN EXHIBITION TO THE LESLIE-LOHMAN MUSEUM OF GAY AND LESBIAN ART

January 2013

Mission Statement of the Leslie-Lohman Museum of Gay and Lesbian Art

To exhibit and preserve art that speaks directly to the many aspects of the LGBTQ experience, and foster the artists who create it. We embrace the rich creative history of this community by educating, informing, inspiring, entertaining, and challenging all who enter our doors.

About the Museum

The Leslie-Lohman Museum of Gay and Lesbian Art is operated by the Leslie/Lohman Gay Art Foundation, a non-profit organization exempt from taxation under section 501(c)3 of the IRS code.

In 2011, the Foundation was awarded a charter by the New York State Board of Regents to operate a museum. Today, it strives to preserve its collection and to offer exhibitions and educational programming in accordance with the guidelines and policies set out by the American Alliance of Museums. The Museum is the first state-chartered museum devoted to LGBTQ artists and audiences. The Leslie/Lohman Gay Art Foundation, which has supported gay and lesbian visual arts for more than twenty-five years, actively demonstrated that queer art exists not in a vacuum but as an integral part of both contemporary art and art history.

The Museum has an artist archive that contains information on over 3,000 LGBTQ artists, both those represented in the collection and others of interest to LGBTQ audiences. It houses a library of over 2,000 volumes that is the most comprehensive collection of published books, catalogues, and pamphlets on LGBTQ art. The Museum presently has over 20,000 objects in its accessioned permanent collection and in its study collection.

In its main location, the Museum offers between 4-6 exhibitions a year, film screenings, plays, poetry readings, artist and curator talks, and panel discussions. Other exhibition opportunities include the Wooster Street Window Gallery, which faces Wooster Street and features work by contemporary, emerging, and underrepresented LGBTQ artists, and the Prince Street Project Space, which hosts the art-making workshops and other smaller exhibitions and events. The Museum also publishes the *Archive*, a quarterly journal about LGBTQ art and artists.

The Exhibition Space

The main Museum exhibition space is located on the first floor at 26 Wooster Street in the Soho neighborhood of New York City. It is approximately 1,800 square feet of

exhibition space with three movable walls that can intersect and reconfigure the space, creating the possibility of 198 running linear feet of wall space. The Museum has a professional lighting system, AV and video projection capabilities, and can accommodate 2D, 3D and time-based work. The ceilings are over 11 feet high and the exhibition walls are 9'-6" high. (See attached floor plan)

The Proposal Process

The Museum seeks proposals year round. Exhibitions are usually scheduled one to three years after the proposal submission. Depending on schedules, exhibitions can run between 6 -10 weeks.

The Leslie Lohman Museum welcomes proposals that fit its curatorial policy:

The Leslie Lohman Museum of Gay and Lesbian Art offers exhibitions of work that speaks to the GLBTQ experience and which might be denied access to mainstream venues due to subject matter or institutional bias and which is of high aesthetic quality or significant cultural importance.

The subject matter of the work may be erotic, romantic, political, transgressive (challenging existing mores and norms), documentary, conceptual, intimate, educational, or social. It may be historic or contemporary work. Exhibitions can contain work from emerging and established artists. The Museum seeks to display works that are national and international in scope. Work by artists not identified as GLBTQ are permitted as long as it meets the Museum's curatorial policy. Work in all media, including two-dimensional, three-dimensional, and time-based work is eligible for inclusion.

Criteria in Reviewing Proposals

All proposals are reviewed by the Museum's exhibitions committee, an advisory board comprised of board members, staff members, and others knowledgeable members of the art world and the Museum's mission. The exhibitions committee reviews exhibition proposals regularly. In reviewing them, the committee examines:

- The degree to which the proposal is consistent with the Museum's curatorial policy.
- Clarity and articulation of a central exhibition idea.
- Artistic quality and relevancy of proposed artwork.
- Appropriate fit for the Museum's policies and our physical and financial capabilities and limitations.
- Innovation of both the proposed theme and content of the exhibition.
- Relevancy to the current trends and dialogue in contemporary art.
- Opportunities for offering complementary programming through performances, lectures, or discussions.
- Availability of curators and artists to play integral role in execution of the

exhibition and its related events.

Proposals are selected without regard to the race, gender, disability, or sexual orientation of the applicant(s) or artist(s).

Proposal Outline

Proposals should contain the following items:

1. Proposal essay – including the curator’s statement applying the Museum’s curatorial policy to the central idea of the exhibition. To the extent possible, the essay should address the following topics: social and cultural implications of the idea, appropriate fit with the Museum’s mission, types of media included, how the work will be sought/collected, how museum space will be utilized, special installation needs or equipment, and other relevant ideas.
2. Image list.
3. Curator’s resume or CV.
4. Visual support material (on CD or by email).

If the proposal is selected for an installation, Museum staff will coordinate and execute all aspects of the installation of the exhibition with the aid of the curator. Based on availability and stock, curators may be responsible for procuring any equipment or special supplies that the Museum cannot provide. Based on availability and scheduling constraints, the gallery will provide a variety of equipment to exhibiting artists, including pedestals and vitrines for sculptural/mixed-media work, and multimedia equipment for time-based work.

Sample Exhibition Budget

Although each exhibition is different, the Museum typically spends approximately \$14,000 on out of pocket expenses on each exhibition (separate from Museum staff and occupancy costs).

Installation and preparation	\$2,000
Framing	\$1,000
Shipping	\$1,000
Brochure/printing/publication	\$5,000
Curator honorarium	\$2,000
Meals/travel	\$1,000
Other expenses	\$1,500
Reception	\$ 500

Promotional Materials—Print and Web-based

For each exhibition, there is a set budget for promotional and printed materials. Postcards are typically printed six weeks prior to the exhibition’s opening. Information about

exhibitions is posted on the Museum’s website and sent to a mailing list comprised of the Museum’s supporters, local and national media, and other interested individuals. All printed materials and online content are produced and approved by Museum staff, including graphics, design, and copies reproduced of all materials. The Museum produces a press release to distribute for each exhibition. and distributes to relevant press organizations. The Museum has the ability to offer limited paid advertising for its exhibitions. *All media relations must be organized through the Museum director or deputy director. Guest curators are not allowed to speak to the press on behalf of the Museum without prior approval.*

Guest curators have the right to retain that title for the show in perpetuity.

Exhibition Didactics and Support Materials

Museum staff will proof and print all checklists, object labels, statements, didactic material, signage, wall labels, and vinyl lettering.

Security

The Museum provides appropriate security for all exhibitions.

Exhibition Reception

A limited catering budget is available for opening receptions and is arranged by Museum staff.

Additional Curatorial Responsibilities

All curators are required to abide by an exhibition timeline and its responsibilities as described in the exhibition contract and as agreed upon by the Museum and the curatorial contract. Consistent communication throughout the planning process is imperative to the success of an exhibition. The curator works in tandem with the Museum director and the deputy director for programming operations in all aspects of the exhibition. Any modifications from the curator’s original proposal must be approved by the Museum.

Preparation of Work for Exhibition

All artwork must be professionally presented and ready to install. In most cases, the work must be “ready to show.” The Museum has limited capability to mat, frame, wire, etc. Each piece must be thoroughly documented with an artwork drop-off form that contains the artist’s contact information, vital information about the work, and a signed statement allowing the Museum to document the exhibition and use artwork images for promotional use.

Artists are required to provide the gallery with an insurance value for their work,

regardless of the work's sales status.

Communication

Curators are expected to attend a variety of design and planning meetings, and to stay in close contact with Museum staff from the time the exhibition is slated to open through the de-installation and return of artwork.

Installation/De-installation

Depending upon the needs of the exhibition, the curator may be asked to be present for key parts of the installation and de-installation. The curator will be responsible for stressing all deadlines that the artists/galleries must meet. The Museum will be responsible for all shipping/delivery arrangements. Curators should not negotiate budget/funding details (regarding shipping, framing, or other costs) with artists or galleries, as the Museum will be responsible for these arrangements.

Submissions

Completed proposals should be sent to the Museum as follows:

Attention: Rob Hugh Rosen
Deputy Director for Programmatic Operations
Leslie-Lohman Museum of Gay and Lesbian Art
26 Wooster Street
New York, NY 10013
Telephone: 212-431-2609
Email: rob@leslielohman.org