

Exhibition 2: Discussion Summary

We decided initially we would begin to get our stakeholders together—curators, conservators, security, pr & marketing

- Generate an object checklist (in-house and/or loans in)
- Conservators would assess condition of objects on list decide yes/or no
- Treatment plan, how many conservators and how long
- Display and environmental conditions, security and mounting (involve design at this point) – which would loop nicely back to
- What resources and budgets do we need?
- Final object list determine
- Treatment begins

Documentation this is generated as part of the process:

- Documentation
- Treatment records
- Photographs
- Catalogue
- Guides and tours, gallery talks for all levels and all ages
- Interpretive information

Timeline—3 years, 2 years

Workflow steps at the end of the exhibition

- Don't forget deinstallation and reverse process (comment: they walk backwards and talk backwards)
- In terms of the whole full process that debrief is really important – one of our problems is we have debriefs but nothing happens

Another outline of the process

Types of exhibitions

- All in-house
- Partial loans and in-house
- All loans (canned show)
- Outgoing loans – to some other institution
- Similarities
 - condition assessment and reporting
 - review of checklist
 - more...

Meet to discover nature of exhibition

- General environmental parameters therefore which conservators
- Object checklist (frequently delayed in coming)
- Scheduling activities / planning
 - ID conditions, ID testing, ID cases, ID specification

- Choose personnel / fit work into other existing schedules
- Venue determination
- Report back on feasibility / viability of objects for exhibition
- Finalize list
- Register the incoming objects (into lab)
- Schedule / assign
 - Couriers / movement
 - Mount makers
 - Outside conservators
 - Develop custom design packing and shipment
 - Pick up outbound from lab to other points
 - Fine tune HVAC controls and working with lighting people
 - Review exhibition design / ID potential problems for visitor access / security
 - Outreach to media re inside stories
- Treatment – address the issues of each object
 - Re-house
 - Mat
 - Installation instructions
 - Security
 - Propose budgeting and scheduling
 - Condition objects
 - Assist artists in preparing their works
- Recommendations for future actions unrelated to the exhibition
- Installation
 - Direct involvement with difficult objects
 - Triage
 - Follow up with final installation
 - Lighting levels e.g. – cumulative light exposure
 - Security walk through
- Maintain exhibition
 - Dusting
 - Swapping out objects, i.e., light levels, turning pages
 - HVAC alarm response – general response
- De-installation
 - Condition report and re-house
 - Return objects to wherever