

Ringling Museum Community Gallery Guidelines

What is the Ringling Community Gallery?

The Ringling Community Gallery is a free public exhibition space dedicated to displaying works of art produced by community-based, non-profit, or student groups in the local Sarasota/Manatee area. The Community Foundation of Sarasota County generously funds the Community Gallery.

How long will each show be on display in the Community Gallery?

The typical length per exhibition will be approximately 2-3 months, but the exact display schedule will be determined by working with the Community Relations Coordinator. Exhibitions run throughout the year and are scheduled many months in advance of the display dates. The duration of each exhibition is subject to the overall museum schedule.

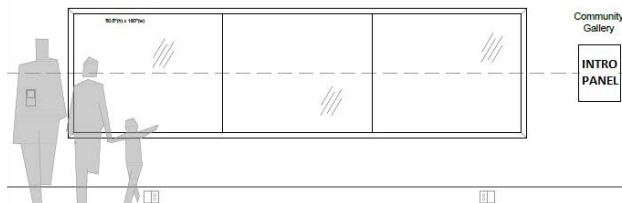
What kind of work can be displayed in the Community Gallery?

Due to the setup of the Gallery, only 2-D artwork can be easily displayed in the cases. The work should not be framed. DVD or video work cannot be displayed.

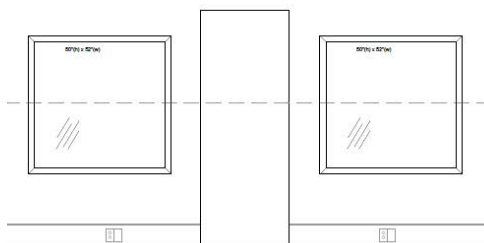
What are the exhibition display dimensions?

The Community Gallery has 3 cases:

Case 1 is a long horizontal case that is 50.5 inches high and 180 inches wide.



Cases 2 and 3 are both 50 inches by 52 inches.



How will my work be secured?

The display cases will be locked. The Ringling is not responsible for any accidental damage or loss of works on display in the Community Gallery.

What signage do I need to submit along with my artwork?

All object label information must be submitted via email to the Community Relations Coordinator at least **8 weeks** prior to the exhibition opening. All submitted text will be edited and formatted in accordance with the Ringling style standards. The museum will print and install the signage in the exhibition space.

Object labels should include the following pieces of information in this order:

- Artist name
- Artist's place of birth, date
- Title of work, date
- Medium
- Any additional content/artist statement – limit of 100 words.

The exhibiting group will also be required to submit a general description of the exhibition that is no more than 150 words.

Do I have to install the exhibition myself?

No, but one group representative must be present during the installation to provide curatorial input. The museum will use professional art handlers to install and deinstall each exhibition. All artwork must be delivered to the museum by the agreed-upon date so that is available for installation by staff. Any works delivered after the agreed-upon date may not be included in the exhibition. After the exhibition is deinstalled, it must be picked up within 3 business days from the museum.

Can I host a reception for my exhibition?

Yes, this is encouraged! The reception must be scheduled in conjunction with the Community Relations Coordinator to ensure it does not conflict with any previously scheduled museum events. The museum can provide a podium, sound system, tables, chairs, and catering services, but all events needs must be agreed upon in advance.

Can I give a public program or artist talk at the museum?

If the exhibiting group wishes to organize a public program or artist talk in conjunction with your exhibition at the museum, please note that these events must be scheduled at least **three months** before the exhibition opening date. To schedule such events, contact The Ringling's Community Relations Coordinator. They will assist you in planning and coordinating these activities. Public programs and artist talks can enhance the visitor experience and provide valuable insights into your artwork, so we encourage you to consider incorporating them into your exhibition.

The museum may also promote these events through our marketing channels to maximize attendance and engagement.

How will it be publicized?

The Ringling Museum maintains the right to use photos of the exhibitions in its print and e-newsletters, on its website, or in other marketing materials unless otherwise specified in writing by the exhibiting group. Any press releases or media contacts made by the exhibiting group must be approved in advance by The Ringling.

Can I sell the work displayed in the gallery?

No. The Ringling Museum is not allowed to raise funds on behalf of another organization. The work displayed in the gallery cannot be for sale.

Contact information:

If you are interested in proposing an exhibition to be displayed in the Community Gallery, please contact:

Caitlyn Shanley

Community Relations Coordinator

Caitlyn.Shanley@ringling.org

(941) 358 - 2692