

# HEIGHTSARTS

## *Prospective Exhibition Sub-Committee Member Application*

Heights Arts, located just down the street from Cleveland Heights High School, is accepting applications from rising Juniors and Seniors of HHS to serve on its Exhibition Sub-Committee. This is an opportunity for students to experience a “behind-the-scenes” look into the process of producing an art exhibition. They will gain valuable skills in leadership while obtaining hands-on experience in every aspect of successful visual art exhibition.

Applicants interested in serving on the Heights Arts Exhibition Sub-committee should first read and understand the objectives and requirements of the committee.

The Heights Arts Exhibition Sub-committee is a group of volunteer artists and arts professionals who collectively oversee the Heights Arts exhibition program. The objective of the subcommittee is to present high-quality, significant exhibitions in the Heights Arts exhibition spaces, presenting diverse media and a good cross-section of established and emerging artists of our northeast Ohio region.

### ***The committee's essential duties are:***

- Meet bi-monthly to review submitted work and plan future exhibitions. Meetings take place at 6pm in the Heights Arts gallery. **Dates for the 2018-19 school year are: October 11 / December 13 / February 14 / April 11.** Committee members are required to attend all meetings. On rare occasions meetings may need to be re-scheduled due to events at Heights Arts or other conflicts.
- Review submitted work (through online applications) ahead of subcommittee meetings. This process is critical to determining future exhibitions. Committee members should be thoughtful in their consideration, and be able to articulate critically why they do or do not find work suitable for the gallery.
- Install all gallery exhibitions. Heights Arts shows open on a Friday and close on Sunday. Exhibition installation takes place the Tuesday after the last show has closed. **Installation dates for the 2018-19 school year are: January 15 / March 5 / April 23.**
- Nominate individual artists for solo shows in the Spotlight Gallery and coordinate the exhibition (including: communication with the artist and admin to make sure contracts are signed and photos are sent to marketing for promotion; coordinating and hanging the show; de-installation).
- Schedule and/or attend artist studio visits to evaluate work.
- Attend exhibition openings. While not required, it is advised that committee members try to attend at least some group and Spotlight receptions. **Group exhibition opening dates for the 2018-19 school year are: January 18 / March 8 / April 26. Spotlight exhibition opening dates are: September 14 / February 1 / March 22 / May 10.**
- Abide by the subcommittee rules of decorum:
  - No criticizing of fellow subcommittee members or their opinions in or out of the boardroom.

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- Respectful criticism of the art discussed
- No use of the organization for personal advantage or that of friends or relatives.

### **Successful candidates are able to:**

- Attend all committee meetings and exhibition installations (extenuating circumstances notwithstanding).
- Attend some exhibition openings and other Heights Arts programs.
- Work as a part of a cohesive team with common goals.
- Participate actively and feel comfortable sharing his/her/their skills and expertise.
- Respect and support the majority decisions of the committee.
- Come to all meetings prepared and ready to contribute.
- Proactively communicate with the committee chair if any schedule conflicts arise.
- Familiarize him/her/their self with the organization and articulate a general understanding of its mission, history, and community.
- Serve as an ambassador of Heights Arts.

The Heights Arts Exhibition Subcommittee position reserved for a high school student comes with a \$250 stipend, with half distributed mid-year and the balance at end of term.

### **APPLICATION:**

Students may apply online at <http://www.heightsarts.org/employment/>  
Prior to July 1, 2018 to be considered for the 2018-2019 school year.

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*Heights Arts is a nonprofit community arts organization in Cleveland Heights. Our mission is to celebrate our region's literary, musical, and visual artists, and share their contributions with the community. We cultivate a strong, collaborative arts community by inspiring people of all ages to engage in the arts; supporting the arts through education; providing exhibition and performance opportunities; and fostering public appreciation for the arts.*