

**THE LITTLE ART GALLERY AT
WESTMINSTER
TOWN HALL**

Westminster Cultural Council Liaison Duties

Check the art gallery calendar and communicate with artists re: dates for hanging, removing art, etc.

Be responsible for reviewing the Westminster Cultural Council guidelines with the exhibitor prior to hanging the show.

Be present on day of hanging and removal of show, making sure that everything is done according to the Westminster Cultural Council guidelines, and that the space is clean and neat for the next artist.

Collect the signed "Application for Exhibit Space" from the exhibitor when the show is hung.

Make sure artist has included an Artist Statement, announcement sign for outside in the hall, list of artworks in the exhibit, business cards and/or price list.

Photograph the entire exhibit once it is hung.

Take a photograph of one painting and email it to the Town Manager Executive Assistant to add to the website, with the artist's name.

Be contact person with Town Hall staff regarding posting updated information on exhibits for the town website, and communicate with the custodian regularly with the custodian regarding the gallery.

If the Westminster Cultural Council chooses to permanently close the gallery at any time in the future, the liaison must work with the custodian and Town Hall staff to return the art gallery space to its original condition.