

## Studio Arts - MFA Program

### MFA Galleries – Info Sheet

#### What rooms can I book for my graduating show or other projects?:

The MFA Program has three galleries/project spaces, which are all located in the VA building (1395 René-Lévesque BLVD. W.):

MFA Gallery (VA-102), MFA Sub-Gallery (VA-03), MFA Project Room (VA-407)

These spaces offer graduate students on-campus venues for exhibitions, graduating shows and yearly program events. **Please be aware that graduating shows and MFA Program events/critiques always take priority.** This means that if you are reserving one of the spaces to document work (for example), you are not guaranteed access to the space even if you request it well in advance. You are only permitted to hold one guaranteed spot for your graduating project.

<b>MFA Gallery VA-102</b>	<p><i>Booking duration: 1 week, Monday to Monday 10:00am</i></p> <p>This is the larger of the two galleries, located on the main floor of the VA Building. It is a rectangular space that measures roughly 20' X 68'. It is connected to the VAV Gallery by an emergency exit that is not to be opened, a silent alarm will alert security. The gallery contains 4 moveable walls on castors, a couple plinths and benches. Some supplies are stored within the moveable wall near the vitrine space.</p> <p>If your booking is not for a graduating exhibition ensure a notice is posted on the door indicating the gallery is not open to the public, for that week.</p>
<b>MFA Gallery/Bishop Street Vitrine VA-102</b>	<p><i>Booking duration: 1 week, Monday to Monday 10:00am</i></p> <p>The Bishop Street Vitrine Gallery is the public front for the MFA Gallery and you <b>must</b> agree you will use it appropriately at the time of booking. A minimum usage is signage on the wall with your name and exhibition title. It is preferable to have a component of the exhibition installed in this space.</p>
<b>MFA Sub Gallery VA-03</b>	<p><i>Booking duration: 1 week, Monday to Monday 10:00am</i></p> <p>This gallery is located in the basement directly below the MFA Gallery and measures roughly 23' X 28'. There is a small storage room along the hallway leading into the space that contains basic installation supplies. For further details, please see the gallery floorplan.</p>
<b>MFA Project Room VA-407</b>	<p><i>Booking duration: 3 hours to 3 days</i></p> <p>This is the small exhibition room is in the centre of the fourth floor. Dimensions – approx. 8'7' x 13' (2.65 x 4.00m)</p> <p>There is a ceiling-mounted projector and an AV box where you can plug in your laptops, phones, etc. Bring your own adapters!</p>

## How do I book a room?

The MFA Gallery and Sub-Gallery can be booked for 7 days, from Monday morning to Monday morning. The Project Room can be booked for periods of time ranging from 3 hours to 3 days.

To request a reservation:

- **Step 1: Determine availability by viewing the online calendar:**  
<https://cda-admin.concordia.ca/calendars/?Area=MFA Room Booking>  
Log in with your netname and password to see the MFA booking calendar.
- **Step 2: Make a reservation** by logging into the Webcheckout Patron Portal:  
<https://wco.finearts.concordia.ca/webcheckout/patron/patronPortal.html>  
Once you make a request, you will receive an email confirmation for the booking request, followed by a confirmation email once approved. Keys will be available from the Security desk.

**NOTE:** If you require a two-week booking for a complex installation you must submit to the MFA office a written description of the install (floor plan) and a timeline justification on why two weeks are needed. Your Faculty Advisor must confirm the need in an email to the GPD. The gallery must be open for the fixed hours outlined below in the second week. The GPD will receive the application and consult with the Gallery committee before approval is given for an extended booking, if space permits.

## Are there set opening hours for MFA graduating shows?

By booking the MFA gallery spaces for a graduating show, you agree to open your exhibition during these hours: **Wednesday (optional), Thursday to Saturday 12-6pm, recommended vernissage on Thursday evening.** If your defense falls during opening hours, please post a sign on the gallery door indicating the duration for which it will be closed.

**For the MFA Gallery and the Sub-Gallery, hand-over** will occur on a Monday morning at the time indicated below. The exiting and entering occupants will meet with the MFA Technician, for a joint inspection of the space. This is **REQUIRED**. For the installation, you are advised to plan ahead, book helpers, such as friends or peers and seek technical support and advice well in advance.

## How do I prepare for my graduating exhibition?

- **Discuss the curation of your show and installation proposal with your Faculty Advisor.** Check the defense requirements in the MFA Guidelines.
- **Eight Weeks in Advance: Confirm your gallery booking.** You will receive an email reminder which must be responded to within a few days. **If the reservation is NOT CONFIRMED, you forfeit the booking.**
- **Eight Weeks in Advance: Apply for an alcohol serving permit if you intend to host a vernissage with alcohol.** You must work with your MFASASA rep to obtain a Reunion Permit. Contact them at

[mfasasa@gmail.com](mailto:mfasasa@gmail.com) and cc [karin.zuppiger@concordia.ca](mailto:karin.zuppiger@concordia.ca) for more information.

- **Four weeks in advance: Re-confirm your gallery booking** - you will receive a second automated prompt to confirm your booking. If not confirmed, you forfeit the booking and the space will be made available to other users.
- **Ensure you have a room booked for your defense:** You must ask your **Faculty Advisor** to send an email to [mfa.studioarts@concordia.ca](mailto:mfa.studioarts@concordia.ca) confirming the defense is proceeding, and provide the date if known.
- **Promote your event:** Post your event to the MFA listserv, Facebook, etc. Send your exhibition details (Title, dates, times, fb event link + image) to [karin.zuppiger@concordia.ca](mailto:karin.zuppiger@concordia.ca) to be included in the weekly event mail-out (applies during the academic year only).
- **Meet with MFA Technician Cameron Skene to discuss your installation requirements.**  
VA 321-2 514.848.2424 x4689 *Note: Cameron DOES NOT work on Friday afternoons.*
- **Do a gallery check/pick up your keys:** On the Monday of the start of your booking, meet with Cameron for a joint inspection of the space and get a key from the VA Security desk. Security has access to the online booking schedule to know who should be in the space.
- **Ensure basic signage is posted on the gallery door, vitrine and MFA foyer cabinet:**  
- identify your name, exhibition title, dates, gallery opening hours (if additional to required hours).

### VINYL, POSTCARD & OTHER PRINTING

Rubiks is a reliable and easily accessible print shop in the Concordia area. For a complete list of services, printing tips and current business hours, visit [www.rubiks.ca](http://www.rubiks.ca).  
2148 Mackay Street, 514.845.8444, [production@rubiks.ca](mailto:production@rubiks.ca)

**ALWAYS LEAVE THE GALLERY CLEAN and READY FOR THE NEXT ARTIST TO INSTALL**

### What do I need to know BEFORE I install in the MFA Gallery?:

Prior to your exhibition dates, please contact Cameron Skene, the P&D/MFA Studio Technician, to arrange a short meeting and consultation, where he can answer any questions you may have, and familiarize you further with MFA Gallery procedures.

**Cameron Skene** VA-321-2 514 848 2424 (x4689) [cameron.skene@concordia.ca](mailto:cameron.skene@concordia.ca)

Cameron's Hours of work: Monday to Thursday: 8:30am-5:15pm, Friday: 8:30am-12:30pm

### **Technical information and directives for use of the Gallery:**

- The MFA Gallery consists of the main exhibition space, a street-level vitrine display space, storage, and four moveable walls.
- The vitrine space is for street-level visibility of your exhibition and the MFA program. At minimum, exhibition signage is required, including title of show, name of artist, and gallery opening hours. It is preferable that some work is exhibited in this space. **Do not store equipment in the vitrine.** The door

opening onto the street is not the main entrance, but can be opened by Security for the duration of a vernissage. It is locked as an alarmed emergency exit all other times.

- **Tampering with the fluorescent lighting is not allowed**, and can cause injury. There are three sets of fluorescents that are always on, due to fire code regulations. If total darkness is required, please contact Cameron Skene.
- Track lighting consists of two kinds of fixtures: square halogen wall-washers for spreading light evenly over a large area, and standard PAR flood lights, for highlighting smaller areas. Do not force fixtures into the tracks. They should attach easily.
- **No overlarge holes or major wall intervention** for insertion of objects is allowed (eg. video monitors sunk into walls). Modifications to the walls should be discussed in advance with Cameron Skene.
- Tools for installation and lighting fixtures are found stored in the moveable walls, in the storage room adjacent to the vitrine. The ladder is stored in the same space as the moveable walls. Please leave all items in decent order for the next exhibition and recharge the drill if used.
- A large ventilation unit is located near the front glass doors. It is noisy. To shut it off during a presentation, press the large button next to the door, above the light switches. This will shut the unit down for a timed period (2-3 hours), it will restart automatically. If it does not start after 4 hours, please call Concordia Facilities 514-848- 2424 ext. 24000 to request it be turned on.
- **Please fill holes and repaint walls where needed after your exhibition.** Spackle, wall paint and equipment are available by contacting Cameron Skene. **Use only the specific paint supplied.** There is a roll of plastic available to protect the floors from splatter. Any significant amount of change to the color of the walls might entail a fee for gallery paint recovery.
- Any significant building or assemblage should be done as much as possible in one of the workshops beforehand, rather than in situ: grinding, sawing, sanding, painting must be done in a ventilated studio or appropriate workshop.
- Drilling into the structural features – concrete pillars, ceilings – is forbidden, and would require Facilities approval. Consult Cameron Skene on any major intervention to the space.
- A large plasma video monitor is available through CDA. It absolutely requires installation by Cameron Skene, as well as Advisor approval.

## Contact List

### **For installation or technical assistance, paint, tools and supplies:**

CAMERON SKENE MFA Area Technician, VA 321-2 514.848.2424 x4689 [Cameron.skene@concordia.ca](mailto:Cameron.skene@concordia.ca)

### **For questions related to administration:**

MAUREEN KENNEDY, MFA Program Assistant, VA 250-6 514.848.2424 x4607, [MFA.studioarts@concordia.ca](mailto:MFA.studioarts@concordia.ca)

### **For questions related to promotion, alcohol permits:**

KARIN ZUPPIGER, Assistant, VA 250-8 514.848.2424 x5672










### **Keys, theft, issues of safety:**

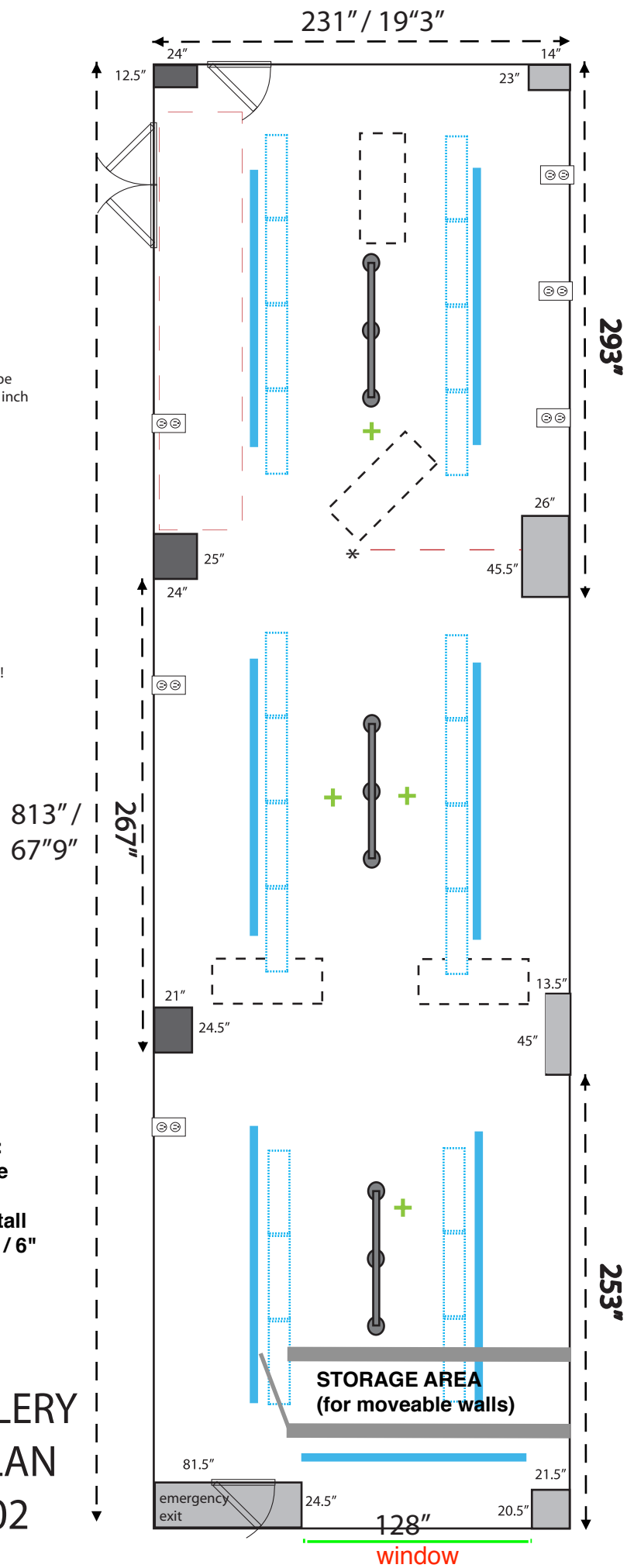
SECURITY Desk, VA Lobby 514.848.2424 x371

(this extension will connect you to the VA Security Desk should you require immediate assistance)

### **To book AV equipment:**

CDA Equipment Depot, EV 5-770 514.848.2424 x3438

-  power outlets
-  fluorescent lighting
-  gallery track lighting
-  overhead hanging pipe  
max. load 25lb./linear inch
-  ceiling bolt
-  concrete pillar
-  drywall pillar
-  moveable wall  
on castors (x4)
- \*  \* CAUTION- Overhead  
lights, pipes and ducts!  
Moveable walls  
must be moved  
around carefully .



**Moveable Walls:**  
 160cm / 63" wide  
 51cm / 20" deep  
 246cm / 96 3/4" tall  
 castors: 15.5cm / 6"

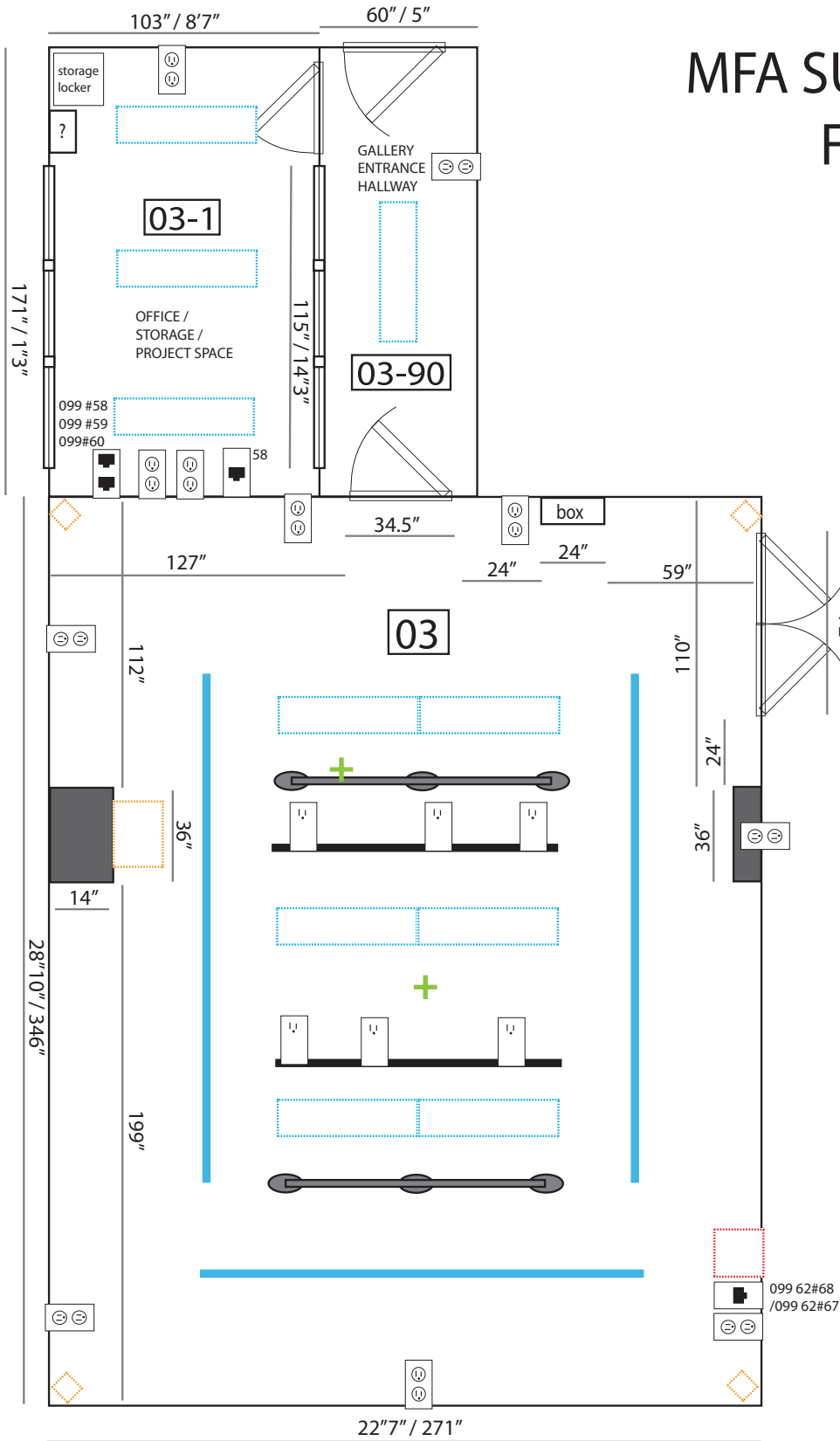
**MFA GALLERY  
 FLOOR PLAN  
 VA. RM. 102**











window

**SUB-GALLERY DIMENSIONS/FLOORPLAN**

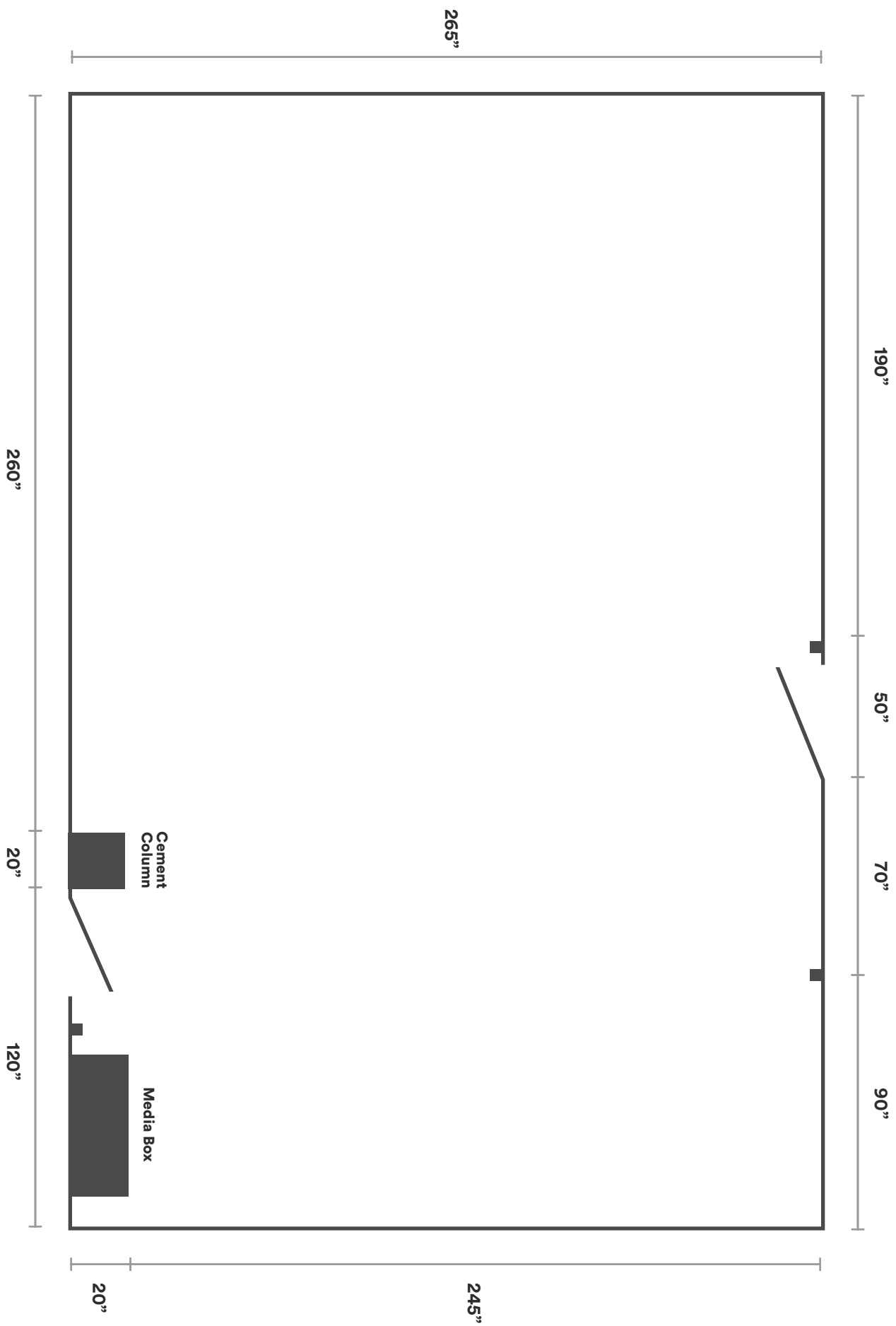
\* Wall height: Walls measure up to 8' 8", however, the safe working height throughout the gallery is 7'8" due to the overhead track lighting and ducts.

# MFA SUB GALLERY FLOOR PLAN VA. RM. 03



-  concrete pillar
-  Installed overhead sound system amp and speakers
-  VGA - audio - PC phone connection
-  power outlets
-  ethernet socket
-  flourescent lighting
-  gallery track lighting
-  ceiling mounted 120v power track
-  ceiling mounted hanging pipe max. load 25lb./ linear inch
-  ceiling projector bolt

# Project Room (VA-407)



■ Wall obstruction