EMORY LIBRARIES EXHIBITION PROPOSAL

Submit your proposal via email as a pdf document to John Klingler, Exhibitions Preparator, at libjhk@emory.edu. Please use the following convention in naming your document: LIBEX_PROPOSAL_your last name

Please include the information below in your proposal. Limit your proposal to a single page.

CURATOR | PROJECT DIRECTOR
Name
Position/Title
Academic or University Department
Email
Phone

SUPPORTING STAFF
Names and contact information

EXHIBITION INFORMATION

Working Title

Describe the exhibition. Include narrative, target audience, event and program possibilities, desired outcomes and impact. Discuss the importance of this exhibition as it relates to MARBL’s collections and the overall mission of the Libraries and/or University. (200 words maximum)

List the sources, collections, and/or scholarship from which this exhibition is derived.

Describe any potential funding, collaborations, or partnerships.

Describe any special considerations.

For questions, please contact GINGER SMITH, Director of External Affairs, at virginia.smith@emory.edu.
FAQs

WHO IS ELIGIBLE TO APPLY?
Emory University faculty, staff, students, visiting faculty and fellows. 
*Proposals from curators outside of the Emory University community are not eligible at this time.*

WHEN ARE PROPOSALS ACCEPTED?
The proposal submission period is between April 1 and May 31 each calendar year.

HOW DO I APPLY?
Submit your proposal via email as a pdf document to John Klingler, Library Exhibitions, Emory Libraries, at libjkh@emory.edu.
Please use the following convention in naming your document: LIBEX_PROPOSAL_your last name

DO I NEED PREVIOUS CURATORIAL OR EXHIBITION PLANNING EXPERIENCE?
No. The Exhibition Committee is seeking creative and innovative exhibition proposals by curators who are willing and eager to participate in the exhibition process, which usually involves approximately a twelve-month commitment. The committee encourages applications from curators representing the widest possible range of perspectives and demographics, and welcomes those engaging in the broadest spectrum of inquiry and investigation and unlimited array of concerns and ideas.

WHO IS CONSIDERED SUPPORTING STAFF?
Supporting staff could be graduate students who you have identified to help with the development, writing, or research for the exhibition and/or other partners, collaborators or co-curators. If your proposal is accepted, you will be assigned a team made up of Library staff to support the development, creation, execution, and installation of the exhibition.

WHAT TYPES OF EXHIBITIONS WILL THE COMMITTEE CONSIDER?
The committee gives preferred consideration to exhibitions that support the mission of the university and Emory Libraries, expose MARBL collections and materials to the widest possible audience, highlight faculty and staff research and scholarship, and/or showcase student work supported by library research or exploration of MARBL collections.

WHO APPROVES EXHIBITION PROPOSALS AND WHEN WILL I KNOW IF MY PROPOSAL HAS BEEN ACCEPTED?
Approval and scheduling of exhibitions will be done at the discretion of the Exhibitions Committee. Please note that in most cases exhibitions are scheduled *a minimum of 18 months in advance* of the opening of the exhibition.
Applicants will be notified with a decision via email by September 1 of the application year.
WHAT SPACES ARE AVAILABLE FOR EXHIBITIONS?

WOODRUFF LIBRARY/LEVEL 10/MARBL GALLERY
Five tabletop cases and five vertical cabinet cases. This space exclusively supports exhibitions that showcase and are informed by MARBL collections. Please be advised that LEVEL 10 is scheduled for renovation and may be unavailable.

WOODRUFF LIBRARY/LEVEL 2/CONCOURSE GALLERY
Four pedestal cases at the entrance to the library directly in front of the Goizueta Business School Library.

WOODRUFF LIBRARY/LEVEL 2/ECIT GALLERY
Three walls with approximately 50 running feet of vertical display space. No display cases.

WOODRUFF LIBRARY/LEVEL 2/MAPS AREA
One wall with approximately 37 running feet of vertical display space. No display cases.

WOODRUFF LIBRARY/LEVEL 3/CORRIDOR GALLERY
Two walls with approximately 70 running feet of vertical display space. A limited number of display cases can be made available for this space.

OXFORD LIBRARY
Currently under renovation—Wall space and display case details TBD.

WOODRUFF HEALTH SCIENCES CENTER LIBRARY
Six pedestal cases and two walls with approximately 32 running feet of vertical display space. This space exclusively supports exhibitions that showcase and are informed by WHSCL materials (these materials may be housed at WHSCL and/or MARBL) and/or topics related to the sciences and medicine.

Inquiries regarding curatorial opportunities for SCHATTEN GALLERY, traveling exhibitions, or online exhibitions should be directed to GINGER SMITH, Director of External Affairs, at virginia.smith@emory.edu.