

## **LAMBETH ART ASSOCIATION**

### **HANGING JOB DESCRIPTION**

#### **Preparations:**

**Lead** to make sure the volunteer sign-up sheet is filled prior to the show.

**Lead** to contact Hanging volunteers in advance to remind them of their shifts and to let them know what is expected of them.

#### **Duties:**

Runners will bring artwork into the show room as soon as it is processed by Receiving. Work for display will be put on a show room table. (Work for reserve will be taken directly to the stage.)

As soon as artwork begins to be stacked, protective cardboard must be inserted between each piece for protection.

#### **Wednesday evening:**

**Hanging volunteers** may start hanging the artwork as soon as it arrives on the floor once the **Set-up Lead** gives the okay. (Runners can help hang if they have time.) It is not necessary to hang all of the work on Wednesday night, as the Thursday morning **Hanging volunteers** will continue with this.

#### **Wednesday and Thursday:**

-Artwork that has 3 or 4 stars should be kept aside at this point (temporarily place it in the raffle area), as it will be placed on dedicated easels that have been brought in by artists.

-Hanging volunteers should insert 4 to 6 hooks in the bottom right-hand corners of each panel.

-Handle artwork with care! Carry large glassed work by the sides with two hands as glass may pop out if pieces are carried up by the top.

-Hang as many paintings as possible on the panels; do not leave large open spaces at the top, sides, or bottom of the panels.

-In general, avoid putting work by one artist on the same panel. Hanging may break this rule if they feel they should. Hanging related-pieces by a single artist together is a valid sales tactic.

-Because of the large number of pieces, it may not be possible to stick to a certain “theme” or plan. Be creative!

-Do not “steal” artwork from other panels; ask first. Give the other volunteer a reason (e.g. it would better fit into the theme of the other panel ...).

-Remember to measure from the middle of the wire to the top of a piece to more accurately assess where a hook should be placed on a panel. This will avoid a lot of “re-hanging”.

-All work should be hung before any wall labels are placed under the bottom right corner of each piece.

-Once most paintings are hanging, then tables can be made ready for matted work and smaller paintings.

-Place matted works on the A-frame stands. Put the taller pieces on the top row, so they don't cover parts of other paintings.

-Once all the pieces are placed, unused space may be filled with work from reserve.

NOTE: If there is concern that a piece of artwork does not meet the show requirements, it should be brought to the attention of the **Show Coordinator**.