

Gallery Sitting Guide 2010

The primary responsibilities of a gallery sitter include:

- "switching on" or "switching off" the current exhibition
- place open sign outside by the driveway
- greeting visitors and answering questions
- monitoring the gallery while the show is open

Greeting visitors: It is crucial to be friendly with every visitor to The Soap Factory. The first impression of the gallery is very important to first time visitors and thus the gallery sitters are key!

There should always be at least one person sitting at the desk. If someone needs to answer a phone call or smoke a cigarette it should be done briefly outside, and AWAY FROM THE LOADING DOCK. Please use the side of the building, or walk around the block.

We need to strive to make visitors feel welcome every time they come to The Soap Factory. A visitor could be some random college student or the chair of the McKnight Foundation. Everyone counts!!

Gallery Log Book: Tally everyone who visits the gallery. (instructions inside)

Switching on/off shows: On the gallery sitting desk you will find a folder of gallery sitting instructions. This will include a map of the gallery and directions to accompany it. Each show is different and the gallery changes a great deal over time. When switching on and off a show you must follow the directions.

***If there is a problem with a piece and no staff member is in the building please call Lillian (612.840.7702) or Mitch (612.600.7663)**

Monitoring the gallery: Occasionally walk through the gallery to watch out for mischievous visitors and to check that all of the artwork is properly switched on.

Visitor questions: Simple questions about hours, the exhibition and The Soap Factory itself should be easy to answer with the materials at the desk or the history display near the entrance of gallery 1. However, anything you can't answer you can feel free to forward on to someone else:

Lillian Egner (Manager of Volunteer Programs): lillian@soapfactory.org

Ben Heywood (Gallery Director): ben@soapfactory.org

The Soap Factory's website: www.soapfactory.org

The Volunteer website: www.volunteersoapfactory.org