



# THE COOPER UNION

Student Exhibition Handbook

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SPRING 2023

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# SHOW TYPES, ELIGIBILITY and SCHEDULING

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## SENIOR PRESENTATIONS

As a requirement for graduation, all Seniors in the School of Art must present their work to the Cooper community and the Faculty of the School of Art. Senior presentations may consist of an exhibition in a School of Art gallery space, a screening, lecture, performance, an off-campus exhibition, a website launch, a book release or other types of presentations as approved on a case-by-case basis by the School of Art (See ALTERNATIVE SPACES AND PRESENTATIONS). These presentations must take place while classes are in session and are generally open to the public.

Scheduling for Senior Presentations begins months before they are to take place. Senior Presentation Ballots are circulated in August/September to December graduates (Fall exhibitors), and in November to May graduates (Spring exhibitors). These Ballots are the way Seniors describe and note their preferences for both show date and exhibition space. Once seniors have received the Senior Presentation Ballots, they have approximately two weeks to return their completed ballots to the Exhibitions Coordinator, at which time a show calendar for the semester is scheduled. Timeliness of student response is a factor in determining show placement, so early ballot returns are advised. All ballots submitted by the due date will be prioritized for scheduling the calendar, all late ballots will be slotted into the calendar after.

## EXCHANGE SHOW

Exchange students typically participate in a group exhibition toward the end of each semester. However, participation in this show is not mandatory. The Exchange show date is scheduled at the same time as the Senior Presentations.

## SCHOLASTIC AWARD SHOWS

Some student awards such as the Benjamin J. Menschel Fellowship carry a presentation component, and space is set aside for these shows at least one semester ahead of time.

## CLASS SHOWS

Faculty members may request space for exhibitions or screenings of their classes' work. Class shows are usually requested one semester in advance.

## SHOW TYPES, ELIGIBILITY and SCHEDULING, cont.

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### PROPOSED SHOWS

Juniors, second-semester Sophomores and Seniors who are in good academic standing may propose exhibitions/presentations, which will be scheduled after space has been allotted for Senior presentations, the Exchange student show, shows of scholastic award recipients, and Faculty-organized class shows. Collaborative group presentations are encouraged and may be given preference.

Juniors, second-semester Sophomores and Seniors who wish to propose a show should initiate a discussion with the Exhibitions Coordinator and consult the EXHIBITION PROPOSAL INSTRUCTIONS. Proposals will be reviewed by the Dean, the Associate Dean, and the Exhibitions Coordinator on a case-by-case basis.

### FRESHMEN AND FIRST-SEMESTER SOPHOMORES

Freshmen and first-semester Sophomores are not eligible for exhibitions, except as participants in academic exhibitions such as Faculty-organized class shows, proposed group shows curated by an upperclassman and the annual End of Year Show. However, Freshmen are often required in their Foundation classes to stage Temporary Installations.

### TEMPORARY INSTALLATIONS / PERFORMANCES

Any School of Art student may propose the temporary installation of an artwork (usually 1-3 days) or staging of a performance or screening in any public area of The Cooper Union, for class presentation or critique. These requests require the support of a Faculty member, and advance permission of the Exhibition Coordinator, Campus Security and Buildings & Grounds. Temporary Installations must be proposed via the TEMPORARY INSTALLATION REQUEST form, submitted to the Exhibitions Coordinator at least one full week in advance of the proposed start date. Particularly unusual or complicated installations may require even more lead time, and possibly a meeting with the Buildings & Grounds department.

## SHOW TYPES, ELIGIBILITY and SCHEDULING, cont.

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### THE END OF YEAR SHOW (EOYS)

EOYS, also known as the Annual Student Exhibition, takes place at the very end of each academic year, typically opening the day before Commencement in late May. Students, faculty and staff in all three schools work to transform classrooms and studios into exhibition spaces, and stage an exhibition highlighting work produced that year at the Cooper Union. Faculty in the School of Art are encouraged to identify and set aside potential EOYS works throughout the year in preparation for this show.

### CURATED PUBLIC EXHIBITIONS

Exhibitions of national and international artists are often scheduled for the 41 Cooper Gallery and Herb Lubalin Gallery. These shows are typically planned at least a year in advance, run for 3 to 4 weeks, and usually take place at the beginning of a given semester before the start of Senior Presentations. In any given year, the School of Art presents 1 – 3 of these curated public exhibitions to provide insight into various topics in, and through the lens of, contemporary art and design.

Please keep in mind that students are responsible for the installation, daily maintenance, and de-installation of their own work. The exhibitions coordinator, technical staff, and faculty are available for consultation and assistance as necessary. Students are strongly encouraged to consult regularly with faculty and staff in planning their presentations, even in the earliest stages.

# PRESENTATION SPACES

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Spaces at The Cooper Union which are used regularly for School of Art exhibitions are:

41 COOPER GALLERIES at 41 Cooper Square

HERB LUBALIN GALLERY at 41 Cooper Square

GREAT HALL GALLERY in the Foundation Building

1ST FLOOR COLONNADE in the Foundation Building.

2ND FLOOR LOBBY in the Foundation Building

5TH FLOOR LOBBY in the Foundation Building

6TH FLOOR LOBBY in the Foundation Building

7TH FLOOR LOBBY in the Foundation Building

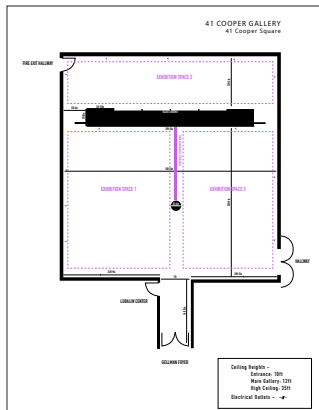
The 2nd FLOOR HALLWAY is shared with the School of Architecture. Ask the Exhibitions Coordinator about availability for a given time. Other spaces, both inside and outside of The Cooper Union, may be proposed as presentation sites. See ALTERNATIVE SPACES & PRESENTATIONS.

Students should be aware that the 41 Cooper Gallery, 1st Floor Colonnade and the 7th Floor are Cooper Union's most publicly visible exhibition spaces, and as such, may require a more involved and detailed dialogue with the School of Art in terms of what is to be presented, and how.

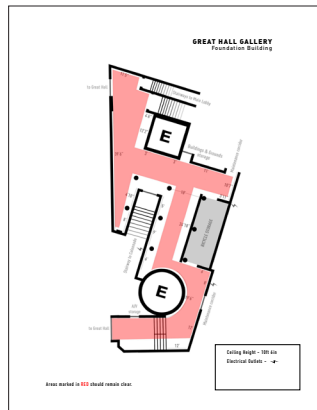
Different spaces can accommodate different types and amounts of work. When planning an exhibition, students should scout out the spaces, review the floorplans and think about where and how their work might fit. Considering the dimensions and aspects of the galleries should help to inform descriptions of space needs on the Exhibition Ballots.

Guidlines for each space and PDFs of the floorplans can be found on the Student Exhibitions page of the Cooper website: <https://cooper.edu/art/studentexhibitions>

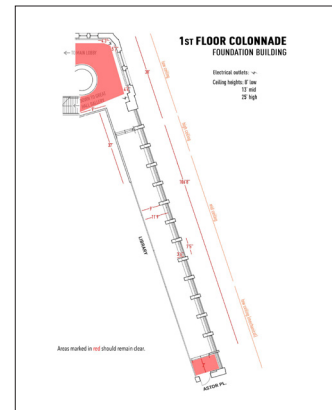
# PRESENTATION SPACES, cont.



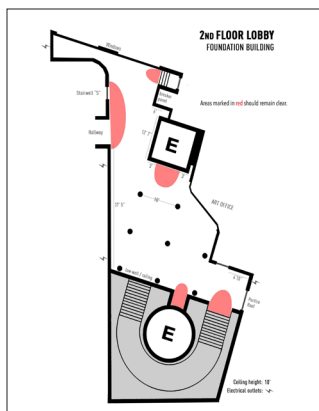
41 Cooper Galleries  
& Herb Lubalin Gallery



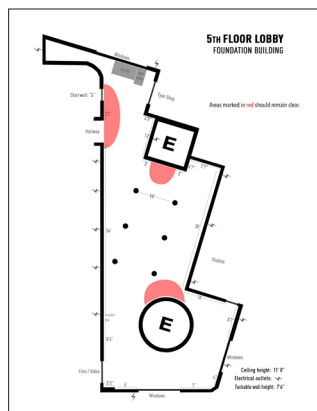
Great Hall Gallery



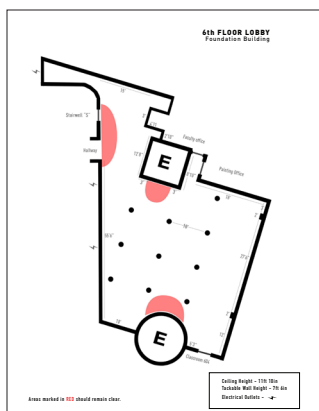
Colonnade Gallery



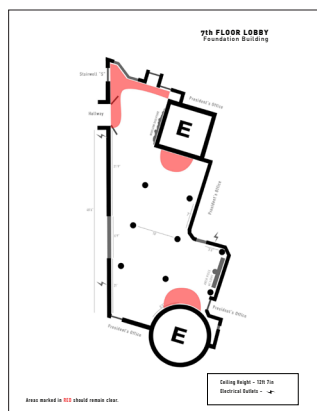
2nd Floor Lobby



5th Floor Lobby



6th Floor Lobby



7th Floor Lobby

## ALTERNATIVE SPACES & PRESENTATIONS

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A student's Senior Presentation does not necessarily have to be an exhibition in a School of Art gallery space. Students may propose a screening, lecture, or performance in the Great Hall or the Rose Auditorium (availability permitting), or an off-campus exhibition, or another type of presentation as an alternative. These proposals must first be approved by the School of Art and must also be supported by your instructors. If you are considering one of these alternatives, you should discuss this proposal with your instructors and submit it in writing to the Exhibitions Coordinator in the School of Art office as early as possible. In addition, please explain this on your Senior Presentation Ballot when you hand it in. There are a limited number of exhibition spaces available and it is helpful to know everyone's intentions when scheduling the Exhibition Calendar so we can try to accommodate all requests. Efforts will be made to accommodate students' wishes for their presentations, but please note that not all alternate proposals can be approved. These will be addressed on a case-by-case basis.

While the Exhibitions Coordinator in the School of Art can help interested students & faculty secure a reservation in the Rose Auditorium or the Great Hall, both of those venues are scheduled for classes and events and are in high demand. Therefore, discussions about using these spaces should begin as early as possible. Also, if plans include using either of these spaces in a way that is open to the public, please keep in mind that at least one Security Guard must be present. There is a fee for hiring Security.

Peter Cooper Park and the 7th street plaza outside of Cooper Union's south entrance are both property of the City of New York and require special permits for their use. Here are some resources to consult regarding permitting: <https://lmcc.net/wp-content/uploads/2014/05/LMCC-PublicArt-PermitsLegalMatters-2012.pdf> & <https://www.nyc.gov/html/dcla/downloads/pdf/NYC%20Public%20Art%20Links.pdf>

The Houghton Gallery is used as the School of Architecture's primary exhibition space. It is generally unavailable for School of Art exhibitions, except in the case of collaboration with architecture students or site specific projects addressing architecture. Any proposals to the space must be brought before the joint Exhibitions committee.



# PLANNING & INSTALLATION

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## HEALTH & SAFETY APPROVALS

The Exhibitions Coordinator works as a liaison between the School of Art, Security and the Facilities office to ensure that presentations are staged in the safest way possible. Every effort is made to work with students to preserve artistic intent while avoiding potential hazards to health and safety. Students staging presentations on Cooper Union property must receive specific approval in advance if planning any of the following:

- Adding to, subtracting from, or otherwise modifying any of the existing physical elements of the space. This includes building additional walls, hanging work from the ceiling or windows or columns, attaching very heavy works to the walls or ceiling, drawing or painting directly on the walls, applying anything to the windows, or altering the regular flow of foot traffic through the space
- Installing two-dimensional or three-dimensional artwork, film/video, etc, in an unusual way
- Using organic or unusual materials such as soil, liquids, living organisms, heated elements, open flames, hazardous materials, electrical equipment other than standard audio / visual gear, or any other things that may raise health, safety, security or custodial concerns
- Using a part of the building not normally intended for exhibition
- Staging any performance art, theater or musical performance

If you are unsure whether something will require approval, ask first -- as early as possible -- to avoid any delays or disappointments during your installation process.

In general, the more information you can provide in advance about what you would like to present, the more likely it is that we will be able to accommodate you. Unapproved installations or portions of installations are subject to immediate removal by the School of Art or by the Facilities staff, especially if they are deemed a health or safety hazard.

## TWO MANDATORY MEETINGS

1. Two weeks (14 days) before your opening, you will have a meeting with the Exhibitions Coordinator to discuss your exhibition and reception plans. At this meeting, you must

## PLANNING & INSTALLATION, cont.

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turn in your EXHIBITION INFO SHEET. You will also submit the EXHIBITION DEPOSIT (\$100) at this time via a credit or debit card- this deposit will be returned to you once your exhibition has been deinstalled properly and on time. Please refer to the deinstallation instructions for a complete list of the deposit refund requirements. If you are financially unable to take on this deposit, please schedule a meeting with Dean Essl by emailing [artschool@cooper.edu](mailto:artschool@cooper.edu).

2. One week (7 days) before your opening, you will meet briefly with the Exhibitions Coordinator to finalize details for your installation and reception.

### EXHIBITION TOOLS

The Painting Office is your resource for installation and deinstallation tools. They have designated patch kits for each exhibition space and a list of tools beyond regular access for exhibition check out.

#### Available To All Students:

FOR FREE brown paper dustmasks gloves push pins rags	extension cords gesso ground kits glue guns goggles hair dryers hammers handsaws heat guns hot plates ironing boards irons levels mallets measuring tapes nails pliers rulers	screwdrivers sewing machines spray cleaner staple guns vacuum cleaners wall patch kits (putty knife, blade scraper, sanding block, paintbrush, spackle, paint)
FOR CHECK OUT aprons canvas pliers clamps containment boxes corded drills cordless drills dollies double boilers drill and driver bits		FOR PURCHASE color aid (color classes only) gamsol glass palettes palette scrapers staples

#### Additional Materials For Exhibiting Students:

24' black extension cords for duration of show display cases & plexiglass tops gaffer tape: grey, black, white & tan	glass cleaner maptacs, tenterhooks, L-nails plexiglass cleaner socket adapters	window blocks for 6th floor paint roller handles
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Additional tools may be available to sign out through the Painting Office or Sculpture Shop. Students must supply their own hanging hardware and paint roller covers.

# PLANNING & INSTALLATION, cont.

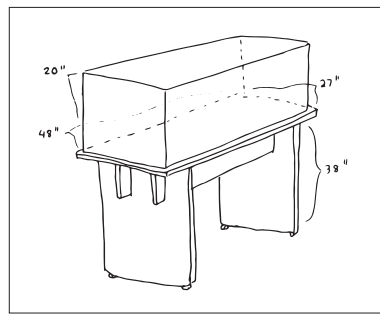
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## RESERVING AV EQUIPMENT

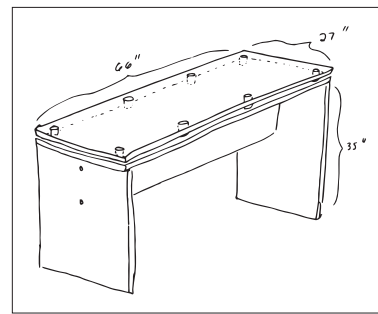
Audio / Visual equipment can be signed out from the school-wide AV Depot (on LL1 of 41 Cooper Square), and/or from the AV department in the School of Art. Some equipment is in high demand for both classes and presentations, so **BEGIN RESERVING AV EQUIPMENT AS SOON AS YOU KNOW WHEN YOUR PRESENTATION WILL BE.** When filling out your Ballot or Proposal Form, please include information about any anticipated AV needs so that we can try to avoid scheduling several shows with high AV demands during the same week. While you can always change your mind, it is helpful for scheduling to ensure that we'll have adequate AV for all presenters.

## PEDESTALS, DISPLAY TABLES, ETC

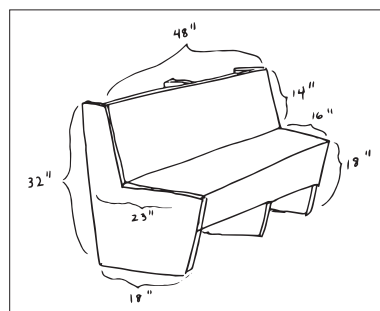
The School of Art has some shelves, pedestals, and display cases that are available through the Painting Office or Exhibitions Coordinator. The age and condition of these varies, so some clean-up or surface repair may be necessary. Students with very specific display requirements may need to construct their own display units if those available through the school are not suitable.



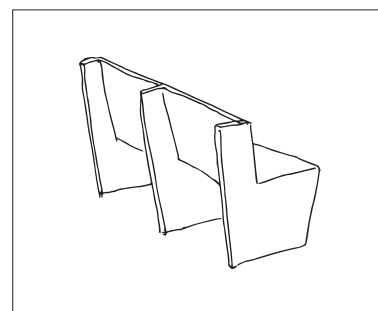
Vitrine Tables



Display Tables



Viewing Bench



Bench Back

## PLANNING & INSTALLATION, cont.

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### HANGING HARDWARE

The 41 Cooper Galleries, Herb Lubalin Gallery, and 5th & 6th floor lobbies have plywood-backed walls to help secure and support heavy works of art. Any wall-hung piece should be mounted with screws that are at least 1 1/2" long so they pass through the sheet rock into the plywood. You may use tacks, pins or brads to secure lighter work directly to the sheet rock surface. The Great Hall Gallery, 1st Floor Colonnade, 2nd Floor Lobby, and 7th Floor Lobby all have walls that are plaster-over-brick. Nails of size 8d or smaller may be used on these walls. If you are hanging heavy objects, consult with the Exhibitions Coordinator or the Shop technicians to determine the best solution. Heavy-duty double stick tape, spray adhesive, glue and velcro should not be used, as they will damage the wall surface. If you must use velcro strips, then you should staple or nail one side of the strip to the wall and stick the other strip to the artwork.

Hardware and tools can be purchased at H. Brickman Ace Hardware (55 1st Ave) or Saiffee Hardware (114 1st Ave). If you are unsure of what the best solution for installing your work might be, consult with the Shop or other appropriate School of Art technicians, or the Exhibitions Coordinator.

# INSTALLING YOUR SHOW

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## TIMING

In most instances, installation can begin at 12 noon on the Sunday before your show opens, and should be complete before 6pm on Tuesday, when the show opens.

## ACCESS FOR INSTALLATION HELPERS

If you recruit friends or family (who are not current Cooper Union students or employees) to help you install, you must get Visitors Passes for them from the Art office (good for 4 hours), or request extended Special Access for them on the EXHIBITION INFO SHEET that you will hand in two weeks before your opening. You are responsible for escorting your visitors while in the building(s) of Cooper Union. Visitors may not stay past regular building hours, even at end of the semester when the school is on a 24-hour schedule.

## SAFETY

BE SAFE, and do not use drills or sharp hand tools, or work atop ladders when you are tired. No power tools apart from electric drills are to be used in installation, unless directly supervised by a Shop technician.

## STAFF ASSISTANCE: LIGHTING & GENIE LIFT

The Exhibitions Coordinator and Painting Office staff can help you install artworks from the tall ceilings of the 41 Cooper Gallery and Colonnade using a mechanical lift. Any Genie Lift requests will need to be thoroughly discussed and arranged with the Exhibition Coordinator at least 3 weeks before the show. The Painting Office can also help you adjust the lights in your exhibition space once you have determined where your work will be placed. Make a lighting appointment ahead of time through the form link, as the staff cannot help at the last minute without prior notice.

## SIGNAGE, IMAGE LISTS, AND ARTIST STATEMENT

It is strongly suggested that exhibitors provide some informational text about a show for the viewers. This text might include: wall signage (show title, artists), a stack of image lists (artist name, title, medium) possibly with a numbered floorplan or brief artist statement for each exhibitor.

# INSTALLING YOUR SHOW, cont.

## INSTALLATION TECHNIQUES

### INFO SHEET

#### -- WALL ATTACHMENTS --

##### + INSTALLATION:

The fasteners that you use are dependent on the weight of the work and the material of the wall.

#### -- APPROPRIATE FASTENERS BY WALL TYPE --

	nails	screws	screws w/ anchors
<b>DRYWALL</b> : backed w/ply (5&6 lobby, 41c gallery)	✓	✓	
<b>HOMASOTE</b> : backed w/ply (most classrooms)	✓	✓	
<b>PLASTER</b> : hollow or w/brick (2&7 lobby, columns, colonnade & gh gallery)			✓ (use masonry bit)

##### + HOW TO INSTALL USING:

**nails** /lightweight/ - gently tap with hammer into wall.

**screws** /medium/ - pre-drill hole with a drill bit slightly smaller than your screw threads. Fit drill with the proper bit to drive screw into your pre-drilled hole in the wall.

driver bits: phillips , flat , robertson , star , hex

**conical anchor** /heavy/ - use drill bit (sized just under the width of the anchor) to drill a hole into wall, hammer anchor into this hole, use driver bit to drive screw into anchor.

**wing anchor** /heavy w hollow wall/ - same method as conical anchor.

**molly bolt** /very heavy/ - use drill bit (sized just under the width of the anchor) to drill a hole into wall, hammer anchor with screw into this hole, turn screw clockwise to activate bolt pressure. Now use driver bit to remove or drive screw into anchor at will.

**toggle bolt** /heaviest w hollow wall/ - use drill bit (sized just over the width of the anchor) to drill a hole into wall, squeeze the wings and insert them through the hole, pull back on the bolt to be sure the wings have expanded, feed your hook/bolt onto threading.

##### + REMOVAL:

**for nails**/ pry nails out with a hammer.

**for screws**/ back screw out of hole with a drill.

**for conical anchors**/ back the screw out halfway then pry anchor and screw out with pliers.

**for molly, toggle & wing anchors**/ back the screw 3/4 out, tap the screw with a hammer until you've loosened it, then pry with pliers. Alternatively, you may need to snip the head off and push through the wall.

**\*\*tip: razor off remaining plastic anchor, if necessary.**

##### + PATCHING:

1/ Sand surrounding surface to flat. Remedy puckering w screwdriver.

2/ Use putty knife to fill hole and smooth with joint compound.

3/ Let cure for at least 1 hour.

4/ Sand entire area to flat.

#### -- PAINT TREATMENTS --

##### + SEMI-GLOSS WHITE:

upper walls, columns, 2nd & 7th fl lobby, colonnade.

##### + FLAT WHITE:

lower walls(homasote/sheetrock), 5th & 6th fl lobby, studios.

**\*\*tip: for most effective coverage, paint in "W"s\*\***

And if you ever need an installation consult, just ask! - Corinna Ray

#### TOOLS YOU MAY NEED

##### 4 INSTALL

hammer

nails

drill

drill bits

masonry bits

drivers

screws

wall anchors

##### 4 REMOVAL, PATCHING

##### & PAINTING

sand paper

joint compound

putty knife

screwdriver

pliers

paint roller

roller cover

paint tray

brush

razor blade

# PUBLICIZING YOUR SHOW

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## WEBSITE & EMAIL ANNOUNCEMENTS

It is a requirement for Seniors to invite the Cooper Community to their Senior Presentations, and other exhibitors & performers tend to do it too. The School of Art helps by listing exhibitions and events on the Cooper Union's website, Instagram and in our weekly SoA email newsletter. The digital show card image required on your EXHIBITION INFO SHEET will serve as the image for these announcements. Email it to the Exhibitions Coordinator at least two weeks before your opening / event. The image on the website will be exactly 565 pixels wide by 318 pixels high, at a resolution of 72ppi. You must submit a pre-cropped image at this size or the Exhibitions Coordinator will crop it.

## PRINTED INVITATIONS / POSTCARDS

Printed invitations can be an effective means of advertising your presentation. Some students make their own invitations in the Type Shop or Printmaking Studio; others use online postcard services. A quick web search will turn up many printing services that you can use.

Your invitation could include the following information:

Name(s); Title of Presentation; Dates of Presentation; Date and Time of Reception  
Gallery Location and Building Location; Open Hours of Exhibition

Students are responsible for the cost, design, production and distribution of their own invitations. We suggest distributing your invitations 1-2 weeks before your show.

## POSTERS & ARCHIVE

You may hang posters on the community bulletin boards, which are located throughout 41 Cooper Square and in the 4th, 5th, and 6th floor hallways of the Foundation Building. The Cooper Union Library is compiling an archive of student exhibition posters and show cards, so please bring a poster and show card to the School of Art office for inclusion in the collection.

# RECEPTIONS

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OPENING RECEPTIONS ARE TYPICALLY HELD  
ON TUESDAY EVENINGS FROM 6:00 - 8:00PM.

If you would like to host a reception, screening, or other public event at another time during your exhibition, you must obtain permission from the School of Art Office.

## SETUP

If you need items like tables, chairs, trash cans, buckets for ice, and coat racks for your reception, please request them 2 weeks in advance. These will be delivered by Buildings & Grounds to your exhibition space a few hours before your opening.

## REFRESHMENTS\*

Events may include complimentary refreshments (cheese, crackers, pastries, fruit/vegetables, candy, etc). If you are getting food, make sure to request trash cans and do not leave a mess after your opening.

\*Refreshments are not permitted until the campus wide mask mandate is lifted.

## ALCOHOLIC BEVERAGES & SMOKING

No alcohol is permitted at opening receptions.

According to the The Cooper Union Policy on serving alcohol at campus events:

“The serving of alcohol is not permitted at any Joint Activities Committee (JAC), Student Shows or any Cooper Union student organization event.”

Smoking is not permitted inside of, or within 20 feet of, Cooper Union buildings. Therefore, smoking will not be permitted at opening receptions. There will be no exceptions, and violations will result in penalties.

## CLEAN UP AFTER THE RECEPTION

It helps to have friends available to assist with clean-up after the reception. All trash must be in receptacles and any borrowed furniture cleared to be picked up by Maintenance the following morning. All food and drink must be cleared immediately after the reception; nothing may be left until the next day. Do not leave food lying out overnight.



# MAINTAINING & DEINSTALLING SHOWS

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## DAILY OPENING & CLOSING

Exhibitors are responsible for making sure that their show is ready for public viewing, with lights on and any electronic equipment running by 11am, each day that it is open. Exhibitors are also responsible for closing the show at 5pm each day. If class schedules do not allow this to be done in a timely fashion, exhibitors are responsible for getting instructions to a friend or Staff member who is willing to help.

### Fall 2022 Weekly Exhibitions Schedule-

Install : Sun 12pm - Tues 6pm

On View : Tues 6pm - 8pm

Wed 11am - 5pm

Thurs 11am - 5pm

Fri 11am - 5pm

Sat 9am - 3pm

Deinstall : Sat 3pm - Sun 12pm

Film and Vid deinstall : Sunday before 2:30pm

## SECURITY

Cooper Union security guards make rounds and there are cameras monitoring most public spaces and all exits. However, all students are responsible for the security of their own work, and any equipment that they have borrowed. The Cooper Union does not carry insurance for student artwork, personal effects or possessions lost, stolen and/or damaged during installation, exhibition or deinstallation. Please be aware that gallery and lobby spaces are high traffic areas, so use every precaution when displaying fragile materials, small works, electronic equipment, etc. Any incident or behavior that raises a safety and/or security concern should be reported to the School of Art Office and/or campus security. If anything is vandalized or stolen during your show, please report it to the School of Art Office. You may be able to review security videos to find who is responsible.

# MAINTAINING & DEINSTALLING SHOWS, cont.

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## DEINSTALLATION

All exhibits must be taken down completely, with the space fully repaired, by noon on Sunday. The gallery must be ready in time for the next artist to begin installation on Sunday afternoon. You may want to have friends available to help with the removal of artwork, patching/painting and clean up. These visitors require the same access permissions as the your installation help. Please be sure to remove all works of art, tools, and equipment from the exhibition space.

Your \$100.00 exhibition deposit will be withheld if the Gallery spaces are not completely returned to the same exhibition-ready state they were in when you began your installation.

### Exhibition Space Deinstall Requirements:

- remove all artwork and signage
- return pedestals, tables, tools and equipment to offices they were loaned from
- holes in walls & ceiling must be properly filled, sanded and painted
- no permanent damage was done to the building
- restore ALL areas to original condition
- paint the walls and columns
- sweep the floors (brooms are available through maintenance at the Guard's desk)
- completed by noon on Sunday

## CONTACT INFO

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Corinna Ray, Exhibitions Coordinator	corinna.ray@cooper.edu 212.353.4204
Painting Office	paint@cooper.edu P.O. Foundation: 212.353.4257 P.O. 41 Cooper: 212.353.4013
Sculpture Shop	212.353.4234
Buildings & Grounds Office	212.353.4160
Security, Foundation Bldg.	212.353.4180
Security, 41 Cooper Square	212.353.4270
9th Police Precinct	212.477.7811
Poison Control	212.764.7667
Chemical Poison	800.424.9300
Hazards	212.366.6900