ARTS PROJECT POLICIES—Residencies, Ruby Visiting Artists, Gallery Exhibits

Thank you for your interest in working in the Ruby!

Please review this information before submitting your application. If you have any questions about the program or your application, please contact Bill Fick, assistant director of visual and studio arts, at bill.fick@duke.edu.

Please note:
- If you are a Duke faculty member seeking space and additional support for a visiting artist, we encourage you to apply for an arts project residency on behalf of the artist. For example, see Édouard Duval-Carrié, a visiting artist that was hosted via an arts project residency.
- If you are an undergraduate student, you are required to have a faculty “sponsor” for your arts project residency or gallery exhibition.
- We invite artists not affiliated with Duke to apply for a visual arts project. (We are currently developing the infrastructure for artists not affiliated with Duke to apply for a performing arts residency.) Please understand that during the academic year, applications from Duke students, faculty and staff receive priority.
- If you require more detailed technical information about the available spaces, please contact Bill Fick, Assistant Director of Visual and Studio Arts, at bill.fick@duke.edu.
- In general, staff is available to help consult on your project to ensure its success, but it is primarily led by you.
- Browse past Ruby projects to get inspired and see what is possible!

Arts Project Residencies
These typically last about 3-4 weeks, and take place primarily in The Agora Murthy Arts Commons (Studio 129) or the Painting Studio 236. They can be closed to the public, a public installation or exhibition, or a combination of the two.

Murthy Agora/Studio 129 Features
- Approx 36’ x 24’
- Projector & screen available
- Performance lighting system with theater-style lighting grid
- Sound absorbing wall panels
- Built-in sound system
- Large windows that can be blacked-out as needed

Painting Studio 236 Features
- Approx 45’ x 23’
- Large north-facing windows
- Cement studio floor
- Mess sink and ventilation
- Easels, art storage, painting carts available for use

**Gallery Exhibitions**
These typically last a month or longer, and are hosted upstairs in Gallery 235. Please note that all work must be arrive in the arts center ready to hang, and your team is expected to be the lead in installing and de-installing the show. Exhibition wall labels (for single artworks or introductory text panels) must be written by the project team, and all display text must be copy edited by Ruby staff. For single artwork labels, a design template and label stickers can be provided. For larger text panels, Ruby staff may be able to provide design services.

**Gallery 235 Features:**
- Approx 33’ x 24’
- There are 2 moveable walls that put in place to create additional wall space
- Windows can be open or closed off with additional moveable walls
- Skylight and windows can be closed to black out gallery as needed
- Moveable gallery lights in addition to a performance lighting system grid
- 2 pedestals available
- Up to 2 monitors available

**Faculty Sponsor**
*If you are an undergraduate student, you are required to have a faculty “sponsor” for your arts project residency or gallery exhibition.* Faculty sponsors are required to co-sign your application and participate in the interview process and/or initial planning meetings.

**Staff Support**
Successful applicants will be invited to interview with Ruby staff to discuss project specifics and review capabilities of the studios/equipment on hand. Please keep in mind that typical staff support includes advising on exhibition development, marketing and documentation support, and assistance with technical needs including lighting and projection.

**Opening Receptions**
- A date for an opening reception will be provided to you. If your arts project residency is primarily closed to the public, you may be requested to host an open studio or give a public talk at a later date. (*Applications with a department, etc, co-sponsor that can provide support for opening receptions are preferred.*)
- If your project has an opening reception, Duke Arts will cover the cost of a basic reception (appetizers, beverages) for 75 people.

**Financial Support**
The Office of the Vice Provost for the Arts—Duke Arts invites you to submit a budget up to $3,000 for funding consideration.
Spending guidelines:

- This funding is available to you one-month before your project/gallery start date, unless other arrangements are made.
- Please contact Danette Clark, administrative assistant, before you begin spending your funding to clarify any special needs, etc., at danette.clark@duke.edu or (919) 684-0540.
- We prefer that Danette purchases your materials/equipment for you, but providing receipts for reimbursement is also acceptable.
- Typically, funding is used for the following: materials used to make artwork, framing and preparation of work to be installed, site-specific installation needs, artwork transportation, and printing.

The following costs will be covered by the Rubenstein Arts Center and do not need to be included in your budget:

- Standard hardware including hooks, screws, brackets, etc. Project teams are not responsible for installation tools. Installations will be supervised by the gallery staff but exhibitors will be expected to assist or lead in the installation as needed. Special hardware will be considered depending on if it can be used for future projects.
- Lighting. Special lighting requests will be considered but will need to be reviewed at the time the exhibit is proposed.
- Standard A/V equipment.
- Reception Inventory. This includes: 6’ tables, linens (2 black table cloths for 6’ tables), 2 ice buckets, 1 large cooler, chairs.
- Promotional assistance. Arts center exhibitions typically do not receive promotional support beyond a website listing, slides on the Ruby digital screens, a 11x17” on-site poster, a feature story on the Ruby and/or Duke Arts website, and assistance with media outreach. If you require further promotional support, please notify staff as soon as possible.
- Documentation. Ruby staff make every effort to photograph arts project residencies as they unfold, and these photos will be shared with you and likely published on the Ruby and/or Duke Arts website or social media.

This funding cannot be applied to any of the following costs:

- Artist or guest speaker fees, stipends, or honorariums.
- Any additional insurance for art fees. (Duke University will provide insurance while the exhibit is in its possession if the approximate total value is **under $100,000**. In order to qualify, you must provide a list of works and values for insurance purposes no later than two weeks prior to the arrival of the works on campus. Insurance is on a wall-to-wall basis against all risks of physical loss or damage from any external cause except: wear and tear, gradual deterioration, and other standard exclusions contained in fine arts insurance policies. Artists with exhibits valued in excess of $100,000 must contact us to make special arrangements for coverage.)
- Commissions or other similar art creation fees.
- Special A/V equipment will need to be provided by the project leader/team.
Final Report
Upon finishing your arts project residency, you will be asked to complete a brief budget report detailing how money was spent and a short survey that will inform how to improve this program in the future.