

**Agreement Between  
XXX Museum/Gallery, XXX College/University  
And  
XXX**

**FOR GUEST CURATOR SERVICES**

This Guest Curator Agreement (hereinafter the “Agreement”) is made \_\_\_\_\_, 20XX by and between

**XXX Museum/Gallery**  
XXX College/University  
ADDRESS  
CITY, STATE ZIP  
(hereinafter the “Museum/Gallery”)

and

**XXX**

for the development and implementation of an exhibition tentatively titled (*XXX*) (hereinafter the “Exhibition”). The following are the terms and conditions of this relationship, which officially begins on the date this Agreement is signed and ends at the close of the Exhibition. During this period, XXX will be designated “Guest Curator.”

**1. Guest Curator Rights and Privileges; Recognition and Compensation.** In consideration of the Guest Curator’s contributions to the Exhibition, the Museum/Gallery offers the following.

**A. Exhibition Subject.** The Guest Curator will determine the subject and intellectual focus of the Exhibition in consultation with the Museum/Gallery.

**B. Exhibition Installation.** The Guest Curator will be fully consulted by the Museum/Gallery on the Exhibition’s design and layout.

**C. Acknowledgments.** In recognition of Guest Curator’s contributions to the Exhibition, he/she will be cited as “Curator” of the Exhibition in Museum/Gallery publications, including press releases, the member magazine *XXX*, the website, and the Exhibition introductory wall credits.

**D. Course Release.** The Museum/Gallery agrees to pay 50% (not to exceed \$XXX) toward one approved course release sought by the Guest Curator for any academic term up to and including the term the Exhibition opens. This partial course release funding is solely for the purpose of hiring an adjunct faculty member replacement to teach one

course for the Guest Curator in order to advance the Exhibition and its related programs, including course development, and not for any other purpose.

**E. Research Travel and Expenses.** The Museum/Gallery will reimburse the Guest Curator for expenses directly related to research for the Exhibition, but not to exceed the amount of XXX dollars (\$ XXX). (Please note: The dispersal of Museum/Gallery research funds is only possible upon the completion by the Guest Curator of the XXX College/University Travel Expense Report and/or XXX College/University Non-Travel Expense Report with attached receipts. The Museum/Gallery business manager is available to assist in this process).

**F. Stipend.** For contributions made as Guest Curator, the Museum/Gallery will pay a stipend of XXX dollars (\$XXX) (30% upon the Guest Curator's submission of the Exhibition's final and approved checklist on XXX and 70% at the time of the Exhibition's opening). As part of XXX College/University, the Museum/Gallery must adhere to federal guidelines for payment. The stipend amount will be subject to tax and appear as additional payment on the Guest Curator's regular XXX College/University paycheck.

**G. Membership.** The Guest Curator will receive a two-year family/dual membership to the Museum/Gallery.

**2. Guest Curator Obligations.** To fulfill the role as Guest Curator, the Guest Curator agrees to the following and will meet all deadlines set forth. (If circumstances require the Museum/Gallery to extend the Exhibition opening date, all deadlines contained herein will be extended accordingly).

**A. Coordinating Curator.** The Guest Curator will coordinate and consult on a regular basis with the Museum/Gallery curator XXX. XXX will be recognized in related announcements and publications as the "Coordinating Curator" of the Exhibition. XXX is the Guest Curator's primary contact for the Museum/Gallery via phone XXX, fax XXX, or email: XXX.

**B. Exhibition Description.** The Guest Curator will provide a description of the Exhibition between 500 and 1,000 words in electronic format. It is understood by all parties that this description is wholly available to the Museum/Gallery for the purpose of being adapted for promotional materials and fundraising. The description must be delivered to the Museum/Gallery no later than XXX, along with a working title of the Exhibition.

**C. Checklist.** A checklist of the Exhibition that includes artist/maker, title, date, medium, dimensions, and collection (including contact information for private collections) will be provided by the Guest Curator. The Museum/Gallery's Coordinating Curator will be available to assist in the preparation of this document, but will rely upon the Guest Curator for both general and specific content. A preliminary checklist must be delivered to the Museum/Gallery by XXX and will require the Museum/Gallery director's approval

for the sole purpose of considering the feasibility, economy, and security of the loans. A final checklist must be delivered to the Museum/Gallery by XXX to be used by the Museum/Gallery to make loan requests. (The Museum/Gallery director reserves the right to approve any later changes made by the Guest Curator to the Exhibition's final checklist). The Guest Curator agrees to provide a sentence or two for each object on the checklist or for each lender as appropriate explaining why the objects are important to the Exhibition. (This information will be used in the loan request letters). If possible, the Guest Curator should suggest alternate objects in case the requested work is unavailable. (Please be aware that the Museum/Gallery has no control over the decisions made by the lending institutions or individuals).

**D. Exhibition Didactics.** The Guest Curator will provide didactic texts for the Exhibition in electronic format by XXX, and will assist in subsequent revising, editing, and proofreading. (In recognition of the Museum/Gallery's knowledge of its audiences and the time constraints and complexities of producing the Exhibition's graphics, the Museum/Gallery will have final approval and editorial control of all didactic texts for the Exhibition). The Exhibition didactics will include introduction, section texts and extended labels and written in accordance with the Museum/Gallery's Guidelines for Exhibition Didactics [Attachment A]. The Guest Curator and the Museum/Gallery Coordinating Curator will determine the number of sections needed for explaining the Exhibition's themes and select any particular objects that would benefit from extended labels.

**E. Docent Training.** The Guest Curator agrees to present one two-hour docent training session as coordinated by the Museum/Gallery's educational programs director.

**F. Research and Travel Expenses.** The Guest Curator agrees to apply for available XXX College/University grants for research undertaken for the Exhibition and its related programs, including course development. The Museum/Gallery grants manager is available to assist in this process and the Museum/Gallery director will write a letter of support to the granting committee.

**3. Museum/Gallery Obligations.** The Museum/Gallery is obliged to retain authority over and final approval of all exhibitions mounted at or traveled under its auspices. Final decisions concerning the Exhibition's checklist, budget, schedule for display, promotional materials, venues (if applicable), and installation are that of the Museum/Gallery. In support of the Guest Curator's work, the Museum/Gallery will undertake the following.

**A. Loan Requests.** The Museum/Gallery will coordinate all loans based on the final checklist. (The Museum/Gallery is obliged to hold authority over all loans under its care, and must follow requirements for the loaned objects' handling, shipping, and display).

**B. Budget.** The Museum/Gallery will determine and manage all budgets related to the Exhibition, its installation at the Museum/Gallery, its promotion, and its educational programming. All budgets are subject to the Museum/Gallery director's final approval.

The scale, scope, and details of the Exhibition will depend on the amount of support the Museum/Gallery is able to secure from sponsors.

**C. Funding.** The Museum/Gallery will organize or supervise all fundraising efforts. The Guest Curator should be available to assist in fundraising. (Such assistance will be minimal and might include joining the Museum/Gallery director in meeting with potential donors or providing granting agency or private donor recommendations to the Museum/Gallery development staff).

**D. Promotion.** The Museum/Gallery assumes responsibility for the promotion of the Exhibition and its related programs to the press and public. The Guest Curator's consultation and cooperation to that end is greatly appreciated. Press releases will be submitted for the Guest Curator's approval prior to dissemination. The Guest Curator may also be asked to speak with members of the media for the purposes of publicity. The Museum/Gallery's communications manager will provide a list of all promotional materials, both print and electronic, to be produced in conjunction with the Exhibition and any accompanying programs. The Guest Curator's submission, by agreed-upon dates, of names and addresses for individuals or institutions to whom promotional materials should be sent is encouraged and welcomed.

**E. Public Programs.** The Museum/Gallery will assume responsibility for coordinating and organizing all educational and public programs to coincide with the Exhibition. The Guest Curator's guidance and consultation on topics and appropriate speakers is helpful and welcome as is the Guest Curator's participation in these programs.

**F. Security.** The Museum/Gallery will pack, unpack, and handle all artworks and control access as required by the Museum/Gallery's insurance policy and the lending institutions to all artworks under its authority and care before, during, and after installation.

**G. Exhibition's Travel.** The final decision as to whether or not to travel the Exhibition to additional venues will be at the discretion of the Museum/Gallery, and based upon feasibility, resources, time, and availability of staff to manage such an undertaking. Such a decision cannot be made until the preliminary checklist has been received by the Museum/Gallery. If it is decided to travel the Exhibition, travel arrangements and contracts with both lending and borrowing institutions will be made by the Museum/Gallery. (Please be aware that the Museum/Gallery has no control over the decisions made by lending institutions or individuals concerning loans involving multiple venues. Decisions made outside of the Museum/Gallery's control may determine the feasibility of traveling an exhibition). Any fees paid to the Museum/Gallery by borrowing institutions belong to the Museum/Gallery and will be used to cover both direct and indirect costs of the Exhibition. Suggestions by the Guest Curator for possible exhibition venues are welcome.

**4. Exhibition Publication.** Should it be determined appropriate to the Exhibition to produce a publication (such as a gallery guide, brochure, or catalogue), agreements and the terms of that publication will be set forth in a separate Author's Contract. The scope of any publication will be

made in consultation with the Guest Curator and based upon several considerations including financial and time feasibility, securing a publisher, and scholarly merit. For the latter, the Museum/Gallery (or XXX Press) will engage outside specialists for consultation.

**5. Delays, Cancellation.** Signatories to this Agreement are obligated to fulfill all responsibilities cited herein. If the Guest Curator is not able to meet deadlines stated herein for any reason, the Museum/Gallery reserves the right to make all necessary decisions for the purpose of advancing the Exhibition toward its scheduled opening date or to cancel the Exhibition at its discretion.

**5. Signatures and Binding Agreement.** This Agreement and its Attachments constitute the entire understanding between the Museum/Gallery and the Guest Curator with regard to the Exhibition. By signing this Agreement, the Museum/Gallery and the Guest Curator have caused this Agreement to be legally binding as of the dates written below.

XXX Museum/Gallery  
XXX College/University

Guest Curator

By: \_\_\_\_\_  
Name: XXX  
Title: XXX Director

By: \_\_\_\_\_  
Name: XXX  
Title: XXX

Date: \_\_\_\_\_

Date: \_\_\_\_\_