The exhibit process for student-curated exhibits is drawn from existing Peabody Museum exhibit procedures. The Teaching Gallery is located on the fourth floor of the museum.

Teaching Gallery Exhibits: guidelines, deadlines and procedures

1. Meet with a member of the Curatorial Staff and other museum staff (if applicable) to discuss ideas and themes you would like to explore. A member of the curatorial staff will supervise you through the process.

2. Teaching Gallery exhibits are usually up for 2-3 weeks. Work with your museum supervisor to determine the best length of time for your exhibit. If your exhibit is related to a particular course, we may ask you to work with that course schedule.

3. View Peabody Museum Collections on-line to compile a preliminary list of objects.

4. Make an appointment with a member of the Curatorial Staff to look at specific objects. Choose objects considering size and space. Think about the objects in relationship to one another and the theme of your proposed exhibit. This appointment should be made 11-12 weeks prior to installation date.

5. Compile your final list of objects to be included in the exhibit. This list is sent to Curatorial, Exhibits and Conservation departments to see if there are any condition or installation issues with the objects you would like to use. This list is to be completed 10 weeks prior to installation date.

6. Make an appointment with Archives Department to see if there are any copies of images/documents you would like to include in your exhibit. Copies must be ordered at least 6 weeks prior to installation date.

7. Research your objects in consultation with relevant Peabody Museum staff.

8. Write the wall and object labels. The maximum length for each wall label is 200 words, while the maximum length for object labels is 75 words. The 75-word limit for object labels does not include object information. Your object labels must include: PMAE number, title, date, media.

9. Review the text you have written with museum supervisor and appropriate faculty. Text must be reviewed at least 4 weeks prior to installation date.

10. Send the finalized text, as well as any additional information including bibliography to your museum supervisor. They will arrange to have this material printed. Final text is due at least 2 weeks prior to installation date.

11. Installation date: You will be installing the exhibit with your museum supervisor. Wear comfortable clothes.

12. Your exhibit opens! Teaching exhibits are photographed. Relevant faculty and teaching fellows are informed of exhibit dates via email.

13. Exhibit label copy is entered into Embark by museum staff. List of exhibit objects are included in Peabody Museum Collections On-line web site.