



**SHAFFER MEMORIAL GALLERY**

**IMPACT STUDY**

by

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**Executive Director of Institutional Advancement**

and

**David Barnes**  
**Director of the Shafer Gallery**

**December 7, 2011**

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# Shafer Memorial Gallery

Fall 2011

## Formulation of Broad Strategies for Success

*The purpose of a vision statement is to enable the gallery to gain a forceful mental picture of a preferred future. It must be brief and easily understood. It will provide clear decision making criteria for future growth. The gallery will set up broad strategies for moving towards fulfillment of the vision.*

**The Vision:** The Shafer Memorial Gallery will aspire to become a respected cultural, educational and tourist destination that communicates the traditional and contemporary art focus of its collection and exhibitions. In this context the Shafer Gallery will also reflect the quality of life and programs found at Barton Community College and enhance the aesthetic awareness of Barton Community College students and others living in the Barton Community College service area.

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*The mission statement of the gallery provides a broad statement that defines what we do.*

**The Mission:** The Shafer Memorial Art Gallery exists to provide a venue where the old west meets the future by providing diverse cultural and educational experiences for regional students and their communities. The Shafer Gallery will present, promote and preserve the artistic traditions of the Prairie Heartland with a special focus on the work of L.E. "Gus" Shafer.

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*The Vision and Mission Statement are the guides used to make decisions concerning goals and objectives. Broad mission related goals become milestones that guide the gallery towards achieving its vision and implementing its mission. The actions are focused functional directions that relate directly to the efforts to improve so its goals are achieved.*

### Gallery Goals:

1. The gallery will seek out and contract for exhibition the highest quality regional, national, and international art. ( *cultural destination* )

#### Actions:

- a. The Gallery Director will **research and develop** a list of potential exhibitors, and traveling exhibitions
- b. The Gallery Director will **contact and contract exhibitors** as well as **curate** a yearly schedule of exhibitions
- c. The Gallery Director will **develop and maintain** close working relationships with the staff of area art museums, cultural attractions and exhibition vendors as well as **attend and participate** in state and national museum association workshops and other networking opportunities.

2. The gallery will maximize current cultural assets by curating exhibitions out of the permanent collection. (*cultural destination*)

Actions:

- a. The Gallery Director will **curate** a rotation of artwork from the permanent collection that complements other scheduled exhibitions.
- b. Gallery Director and staff will **complete preservation projects** (re-matting, framing, glazing, ect.) which may be needed before work can be displayed.

3. The gallery will provide quality educational and life enhancing experiences for area schools and their students. (*educational destination*)

Actions:

- a. The Gallery Director and staff will **initiate interactive tours** of exhibitions led by the Gallery Director or a trained gallery staff member.
- b. The Gallery Director and staff will create grade appropriate "*Look, Think and Do*" **activity sheets** for visiting students and their teachers.
- c. The Gallery Director will **chose films screened and selected** specially for each exhibit in our new media center with a grade appropriate discussion led by the Gallery Director to follow.
- d. The Gallery Director will **contract speakers and performers** to enhance the educational potential of artwork on display.
- e. The Gallery Director will **create educational kiosks** (ex. How to Build a Metal Horse) combining image, word and video to enhance the educational value of the Shafer Collection.
- f. The Gallery Director and staff will **initiate and maintain contact** with school officials, teachers and other educational stakeholders through mailers and e-mails.
- g. The Gallery Director will **visit schools and organizations** to promote services and programs offered by the Gallery.

4. The gallery will position and promote itself as a community asset and venue. (*cultural, tourist destination*)

- a. The Gallery Director **will create and maintain relationships** with local and state tourism agencies.
- b. The Gallery Director **will partner with other local cultural agents to create exhibits** and events that will expand the number of gallery stakeholders and create a sense of community ownership.
- c. The Shafer Gallery will become more open to hosting events sponsored by community organizations.
- d. The Gallery Director will **seek out speaking engagements** and other public venues where he will promote gallery exhibitions and events.
- e. The Gallery Director will become a **visibly active participant** in community life and civic organizations and events.

5. The gallery will increase its visibility through a marketing strategy coordinated with the college marketing plan. (*tourist destination*)

- a. The Gallery Director will **initiate a survey** concerning the image of the Shafer Gallery. The survey will be analyzed to determine the image currently perceived of the gallery by the faculty and staff of Barton County Community College and the Gallery Advisory Committee. A sample of general public opinion will also be taken using the same survey.

- b. The Gallery Director will **update and enhance** Shafer Gallery branding through the **creation of bold graphic design imagery** placed on posters, calendars and various mailers.
- c. The fusion of the contemporary and the traditional will be a feature in all new media advertising including: radio advertising, newspaper releases, You Tube videos and other media outlets (The **Shafer Gallery Where the Old West Meets the Future**). The new “Steampunk” look of the gallery’s brand will broaden the appeal of the Gallery to a younger demographic.
- d. The Gallery director will explore the possibility of national and regional advertising via outlets such as:

**Xplore-USA**

Xplore-USA is the first comprehensive database of U.S. cultural heritage and performing art attractions. Its goal is to increase travel to and attendance at cultural and performing arts destinations by promoting cultural tourism in the United States through the Web and other electronic sources.

**Midwest Living magazine**

Midwest Living magazine is a bimonthly, regional publication dedicated to travel, food, home, and gardening. It has a subscription base of 800,000 readers. The gallery exhibitions and speakers might be listed in “Celebrations” the magazine’s calendar of events section.

**The Salina Journal**

Yearly the Salina Journal has a special edition that features Kansas Museums. It was published on Sunday February 4. The journal and special edition “2011 Kansas Museums” reaches 34,000 households.

- e. The Gallery Director will work with the PR Department at Barton to continue to enhance the Shafer Gallery website with quick time videos and other interactive media and to develop the gallery’s presence on Facebook.
  - f. The gallery director will **oversee** the creation and maintenance of selected exhibitions.
6. The gallery will retain existing audiences and encourage them to become more active, while seeking new visitors, especially from under-served groups.
- a. With an eye towards the goal of quality and with sensitivity to its traditional stakeholders, the Gallery Director will **research, contract and curate** exhibitions and events that appeal to a broad spectrum of the public.
  - b. The Gallery Director will be aggressively **make personal connections** with under-served groups in the community and **encourage dialogue** about events and exhibitions celebrating cultural, ethnic and racial diversity.
- (Under-served groups may include: Hispanic, Afro-American, and Asian American as well as special interest groups such as Drag Racing, Classic Car, Motorcycle, or Americana aficionados)
7. The gallery will manage, preserve and when appropriate seek restoration services for the permanent collection.
- a. The Gallery Director will **maintain, update and expand** the Past Perfect Museum Management software. Data is currently being entered in to the system.
  - b. The Gallery Director will **inventory all works** in the permanent collection and begin the process of properly **mounting, matting, framing and glazing works** using

archival materials. This is necessary to preserve its aesthetic value and to increase its monetary value.

- c. The Gallery Director and staff will **re-organize artworks in the collection room** so as to safely/properly store them and provide orderly systematic access. The collection room screens, containing over 300 works of art, are currently being re-organized according to an alphabetical arrangement of artist's names.
- d. When the gallery has a budget surplus at the end of the exhibition year a portion of the surplus must be used to preserve and restore the permanent collection.

8. The gallery will establish ongoing training of staff work-study students and volunteers.

- a. To insure the highest standards when handling artwork the staff, work-study students, and volunteers **will receive training from the Gallery Director**. A training video will be shown to all. Each person in contact with the collection or artwork on loan will know and apply the "Rules for Handling Artwork."

## **Staffing Needs Analysis**

**For: The L. E. "Gus" and Eva Shafer Memorial Art Gallery  
Barton Community College  
Great Bend, Kansas**

**By: Jan Schall, Ph.D.  
Sanders Sosland Curator  
Modern and Contemporary Art  
The Nelson-Atkins Museum of Art  
Kansas City, Missouri**

### **Onsite Visit: Introduction and Observations**

The Shafer Gallery is an impressive and beautiful institution situated within the arts complex of Barton Community College. It directly serves the students, faculty and staff of the college, school children and residents of Great Bend, while also drawing visitors from the wider region. Through its Web presence, it further serves online students, including military personnel stationed throughout the world.

### **Physical Spaces**

The Gallery is expansive, clean and well lit, with movable walls that allow flexibility for defining diverse spaces suitable for both concurrent and sequential exhibitions. With its polished red granite floors, darkened ceiling and warm wooden pedestals, the gallery welcomes the visitor and promises both aesthetic and educational rewards. The placement of the Director's desk near the gallery entrance provides a welcoming face for the visitor and enables oversight, but is not ideal for concentrated work. Storage and work spaces are well organized and climate controlled. Framed works in the collection are hung on racks, while unframed works on paper are housed in flat files separated by archival paper.

### **Exhibitions and Programs**

The Gallery offers a very ambitious schedule of both collection-based and loan exhibitions (10 per year). All are accompanied by text panels, labels, interactive didactics, related programs and special events. In addition, the Gallery is dedicated to community outreach at every level, offering enrichment and educational programs for onsite and online grade school children, high school students, college students and the community.

### **Staff**

I am deeply impressed with all that Director David Barnes has accomplished at the Gallery. His commitment to excellence is evident at every turn. Building on the achievements of former director Bill Forst and assistant director Justin Ingleman, Dave has raised the profile of the Gallery, activated its collection, organized numerous and diverse exhibitions, overseen the institution and upgrade of online software, designed and provided online content, expanded the gallery's educational role and reached out to the community in innovative ways. He sends monthly email updates to the Barton Community College community and designs, produces and sends periodic emails, mailers, cards, and bookmark schedules to local and regional historical societies, theaters, and arts groups (1100 per exhibition, 10 exhibitions per year).

## **Vision Mission and Goals**

The vision, mission and goals of the Gallery are ambitious and appropriate (Attachment A). They honor regional history, celebrate the historical collection, acknowledge the unique traditions of the prairie heartland, embrace the contemporary world and anticipate the future. They demonstrate a commitment to students at BCC and to the larger community. In every way, the Gallery is moving toward the realization of its stated vision, mission and goals. However, there is more work to be done.

## **Staffing Analysis and Rationale**

At my request and using questions provided by me, Gallery Director David Barnes conducted a survey of eight of the Gallery's peer institutions (Attachment B). The comparative study revealed the following:

- The Shafer Gallery employs the fewest full-time staff members (only the 5.4.7 Gallery is its equal with **one**).
- At the same time, the Shafer Gallery presents the most exhibitions per year (equaled only by the Sandzen Gallery at Bethany College in Lindsborg).
- Of the Shafer's exhibitions, most are internally generated, while none are internally generated at 5.4.7 Gallery or at the Sandzen.
- Additionally, the Shafer Art Gallery collection includes 846 art objects, topped only by the Sandzen Art Gallery with 11,000. (Note: The collection of the Kauffman Museum at Bethel College is in a separate category, as its collection includes 40,000 historical artifacts.)
- Four of the galleries queried have a dedicated Education Coordinator: Artspace at Marquette, Baker at Liberal, Kauffman at Newton, and the Salina Arts Center.
- At the Shafer Art Gallery, all directorial, curatorial, educational, secretarial and public relations responsibilities fall to just **one** person: the Director.

## **Recommendation**

In order to accomplish the laudable goals set by the Shafer Gallery, all of which would greatly benefit Barton Community College onsite and online students, Great Bend school children and students, and the extended local and regional communities, it is my recommendation that two additional members be added to the Gallery staff:

- Curator of Collections
- Gallery Assistant

It is further my recommendation that the Director seek alignments with peer galleries (those noted and others) to co-organize and/or share exhibitions. In this way, the Shafer would become better known in the art world, the responsibility for organizing exhibitions would be dispersed, fresh idea sharing would occur, and a mutual support system would be forged.

Gallery Director David Barnes is full of great ideas and is deeply committed to his work at the Shafer Gallery. He seeks to achieve both the Gallery's stated goals and those of the College. It is my opinion that maintaining the Gallery's current level of activity and programs with the current staffing level of **one**, is unsustainable. Lacking additional staff, the Director's ability to achieve the current and long-term exhibition, education and outreach goals will be significantly compromised.



Additionally, the Gallery Director must act as a community liaison, reaching out to different individuals, organizations and groups through public speaking, participation in conferences, and advocating for the Gallery and the College at fundraising events. Only with the support of additional staff will the Director be able to successfully meet both these expectations and those of operating the Gallery.

Through additional outreach efforts, the profile of the Gallery and of Barton Community College will be enhanced. The beautiful Gallery, a campus gem, has an opportunity to become a highly desirable site for College and business events, to generate affection and funding through paid memberships offering special benefits, and to find new sources of revenue—as individuals and businesses commit to supporting a success story through gifts and donations. Success in these areas will enable the Gallery to apply for grants and external foundation support, including support that requires matching funds. Additional funding has the potential to serve both the arts and the College as a whole.

Every institution and business builds on its strengths. With its lovely open spaces, its namesake collection, its innovative exhibitions and programs and its community spirit, the Shafer Art Gallery, is a true asset of Barton Community College. With additional staffing, the asset will be allowed to grow and flower in wonderful ways.

Respectfully submitted,

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Jan Schall

November 30, 2011



## Shafer Gallery Staffing History

Fiscal Year	Gallery Positions
<b>1995-1996</b>	<ul style="list-style-type: none"> <li>• Shafer Gallery Curator (FT)               <ul style="list-style-type: none"> <li>○ Norma Ward- *9/1/95 (Started)</li> </ul> </li> <li>• Shafer Gallery Registrar (FT)               <ul style="list-style-type: none"> <li>○ Connie Bolig- *7/1/95 (Started)</li> </ul> </li> </ul>
<b>1996-1997</b>	<ul style="list-style-type: none"> <li>• Shafer Gallery Curator (FT)               <ul style="list-style-type: none"> <li>○ Norma Ward</li> </ul> </li> <li>• Shafer Gallery Registrar (FT)               <ul style="list-style-type: none"> <li>○ Connie Bolig</li> </ul> </li> </ul>
<b>1997-1998</b>	<ul style="list-style-type: none"> <li>• Shafer Gallery Curator (FT)               <ul style="list-style-type: none"> <li>○ Norma Ward- 5/31/98 (Terminated)</li> </ul> </li> <li>• Shafer Gallery Registrar (FT)               <ul style="list-style-type: none"> <li>○ Connie Bolig- 5/26/98 (Transferred)</li> </ul> </li> <li>• Shafer Gallery Coordinator               <ul style="list-style-type: none"> <li>○ Connie Bolig- 5/27/98 (Started New Position)</li> </ul> </li> </ul>
<b>1998-1999</b>	<ul style="list-style-type: none"> <li>• Shafer Gallery Coordinator (FT)               <ul style="list-style-type: none"> <li>○ Connie Bolig</li> </ul> </li> <li>• Shafer Gallery Assistant               <ul style="list-style-type: none"> <li>○ Justin Engleman- 8/3/98 (Started) (PT)</li> <li>○ Justin Engleman- 11/1/98 (FT)</li> </ul> </li> </ul>
<b>1999-2000</b>	<ul style="list-style-type: none"> <li>• Director of the Shafer Gallery (PT)               <ul style="list-style-type: none"> <li>○ Bill Forst-10/1/99 (Started)</li> </ul> </li> <li>• Shafer Gallery Coordinator (FT)               <ul style="list-style-type: none"> <li>○ Connie Bolig- 9/28/99 (Terminated)</li> </ul> </li> <li>• Shafer Gallery Assistant (FT)               <ul style="list-style-type: none"> <li>○ Justin Engleman</li> </ul> </li> </ul>
<b>2000-2001</b>	<ul style="list-style-type: none"> <li>• Director of the Shafer Gallery (PT)               <ul style="list-style-type: none"> <li>○ Bill Forst</li> </ul> </li> <li>• Shafer Gallery Assistant (FT)               <ul style="list-style-type: none"> <li>○ Justin Engleman</li> </ul> </li> </ul>
<b>2001-2002</b>	<ul style="list-style-type: none"> <li>• Director of the Shafer Gallery (PT)               <ul style="list-style-type: none"> <li>○ Bill Forst</li> </ul> </li> <li>• Shafer Gallery Assistant (FT)               <ul style="list-style-type: none"> <li>○ Justin Engleman</li> </ul> </li> </ul>
<b>2002-2003</b>	<ul style="list-style-type: none"> <li>• Director of the Shafer Gallery (PT)               <ul style="list-style-type: none"> <li>○ Bill Forst</li> </ul> </li> <li>• Shafer Gallery Assistant (FT)               <ul style="list-style-type: none"> <li>○ Justin Engleman</li> </ul> </li> </ul>



## Shafer Gallery Staffing History

<b>2003-2004</b>	<ul style="list-style-type: none"><li>• Director of the Shafer Gallery (PT)<ul style="list-style-type: none"><li>○ Bill Forst</li></ul></li><li>• Shafer Gallery Art Appraiser (PT)<ul style="list-style-type: none"><li>○ Bill Forst- 2/1/04</li></ul></li><li>• Shafer Gallery Assistant (FT)<ul style="list-style-type: none"><li>○ Justin Engleman</li></ul></li></ul>
<b>2004-2005</b>	<ul style="list-style-type: none"><li>• Director of the Shafer Gallery (PT)<ul style="list-style-type: none"><li>○ Bill Forst</li></ul></li><li>• Shafer Gallery Art Appraiser (PT)<ul style="list-style-type: none"><li>○ Bill Forst- 2/1/04</li></ul></li><li>• Shafer Gallery Assistant (FT)<ul style="list-style-type: none"><li>○ Justin Engleman</li></ul></li></ul>
<b>2005-2006</b>	<ul style="list-style-type: none"><li>• Director of the Shafer Gallery (PT)<ul style="list-style-type: none"><li>○ Bill Forst</li></ul></li><li>• Shafer Gallery Art Appraiser (PT)<ul style="list-style-type: none"><li>○ Bill Forst- 2/1/04</li></ul></li><li>• Shafer Gallery Assistant (FT)<ul style="list-style-type: none"><li>○ Justin Engleman</li></ul></li></ul>
<b>2006-2007</b>	<ul style="list-style-type: none"><li>• Director of the Shafer Gallery (PT)<ul style="list-style-type: none"><li>○ Bill Forst- 6/30/07 (Terminated)</li></ul></li><li>• Shafer Gallery Art Appraiser (PT)<ul style="list-style-type: none"><li>○ Bill Forst</li></ul></li><li>• Shafer Gallery Assistant (FT)<ul style="list-style-type: none"><li>○ Justin Engleman- 5/8/07 (Terminated)</li></ul></li><li>• Gallery Assistant (Temp)<ul style="list-style-type: none"><li>○ Renee Miller- 5/22/07 (Started)</li></ul></li></ul>
<b>2007-2008</b>	<ul style="list-style-type: none"><li>• Director of the Shafer Gallery<ul style="list-style-type: none"><li>○ Renee Miller- 7/11/07- 7/31/07 (Started and Terminated New Position)</li><li>○ Megan Benitz- 8/27/07 (Started) (FT)</li></ul></li><li>• Shafer Gallery Art Appraiser (PT)<ul style="list-style-type: none"><li>○ Bill Forst</li></ul></li><li>• Gallery Advisor (Temp)<ul style="list-style-type: none"><li>○ Bill Forst- 7/1/07- 3/31/08 (Started and Terminated)</li></ul></li><li>• Gallery Assistant (Temp)<ul style="list-style-type: none"><li>○ Renee Miller-7/10/07 (Transferred)</li></ul></li></ul>
<b>2008-2009</b>	<ul style="list-style-type: none"><li>• Director of the Shafer Gallery (FT)<ul style="list-style-type: none"><li>○ Megan Benitz</li></ul></li><li>• Shafer Gallery Art Appraiser (PT)<ul style="list-style-type: none"><li>○ Bill Forst</li></ul></li></ul>



## Shafer Gallery Staffing History

<b>2009-2010</b>	<ul style="list-style-type: none"><li>• Director of the Shafer Gallery (FT)<ul style="list-style-type: none"><li>○ Megan Benitz</li></ul></li><li>• Shafer Gallery Art Appraiser (PT)<ul style="list-style-type: none"><li>○ Bill Forst</li></ul></li></ul>
<b>2010-2011</b>	<ul style="list-style-type: none"><li>• Director of the Shafer Gallery (FT)<ul style="list-style-type: none"><li>○ Megan Benitz- 8/20/10 (Terminated)</li><li>○ David Barnes- 9/20/10 (Started)</li></ul></li><li>• Shafer Gallery Art Appraiser (PT)<ul style="list-style-type: none"><li>○ Bill Forst</li></ul></li><li>• Shafer Gallery Aide (Temp)<ul style="list-style-type: none"><li>○ Becky Fryberger- 5/26/11 (Started)</li><li>○ Connie Smith- 11/4/10 (Started)</li></ul></li></ul>
<b>2011-2012</b>	<ul style="list-style-type: none"><li>• Director of the Shafer Gallery (FT)<ul style="list-style-type: none"><li>○ David Barnes</li></ul></li><li>• Shafer Gallery Art Appraiser (PT)<ul style="list-style-type: none"><li>○ Bill Forst</li></ul></li><li>• Shafer Gallery Aide (Temp)<ul style="list-style-type: none"><li>○ Becky Fryberger</li><li>○ Connie Smith- 8/20/11 (Terminated)</li></ul></li></ul>

\*The Art Appraiser position is not a salaried position per se. The appraiser submits hours as work is completed rather than on a regular time schedule.

With the exception of the academic years 2008 -2009 and 2009 -2010 the Shafer Gallery was staffed with the equivalent of two full time salaried staff members or at least a full and a part time salaried staff member . During the 2010 – 2011 academic years this was accomplished by hiring temporary Gallery Aides funded by the Barton Community College Foundation. This Foundation funded position will end at the end of the 2011 – 2012 academic years.

# Shafer Memorial Gallery Advisory Committee

## Statement of Support for the Vision Mission and Goals

Through individual and group meetings with David Barnes, the Director of the Shafer Memorial Gallery, committee members have reviewed and discussed the proposed changes to the galleries vision statement, mission statement and gallery goals.

### **The members of the Shafer Memorial Gallery Advisory Committee:**

Steve Dudek, BCC Art Instructor, Darnell Holopirek, Director of Institutional Advancement BCCF

Bill Forst, BCC Art Instructor, Bob Button, Great Bend Community Member

Robert Feldt, BCC Board of Trustees, Liz Bowman, Great Bend High School Art Instructor

Christina Lamoureaux, Hoisington High School Instructor

**The Vision:** The Shafer Memorial Gallery will aspire to become a respected cultural, educational and tourist destination that communicates the traditional and contemporary art focus of its collection and exhibitions. In this context the Shafer Gallery will also reflect the quality of life and programs found at Barton Community College and enhance the aesthetic awareness of Barton Community College students and others living in the Barton Community College service area.

**The Mission:** The Shafer Memorial Art Gallery exists to provide a venue where the old west meets the future by providing diverse cultural and educational experiences for regional students and their communities. The Shafer Gallery will present, promote and preserve the artistic traditions of the Prairie Heartland with a special focus on the work of L.E. "Gus" Shafer.

Individual committee members voiced support with statements such as, "the vision and mission takes elements of our old west traditions and combines them with a contemporary approach which will enable us to become the epicenter of our regions cultural endeavors. "Another member stated, "The vision, mission and goals provides' guidelines for enhancement of educational opportunities." Another member stated, "The goals provide guidelines to the development of our communities' cultural aesthetic."

**The members of the Shafer Memorial Gallery Advisory Committee endorse and support the Vision, Mission and Goals as written by the gallery director.**

## Recommendation for Additional Staffing

The goals set by the gallery director are ambitious. Proper staffing of the gallery will enable the gallery to fully implement the Vision, Mission, and Goals this committee has voiced their support for. Upon review of the Shafer Gallery Staffing History the need for a gallery assistant is evident. Reasons for hiring a gallery assistant include:

- The gallery assistant would enable the gallery director to begin to fully implement the goals of the gallery.
- The phenomenal workload placed on one individual, the gallery director, would be supported by another professional working towards the same goals.
- The educational opportunities provided to students, community members and cultural tourists could be fully realized.

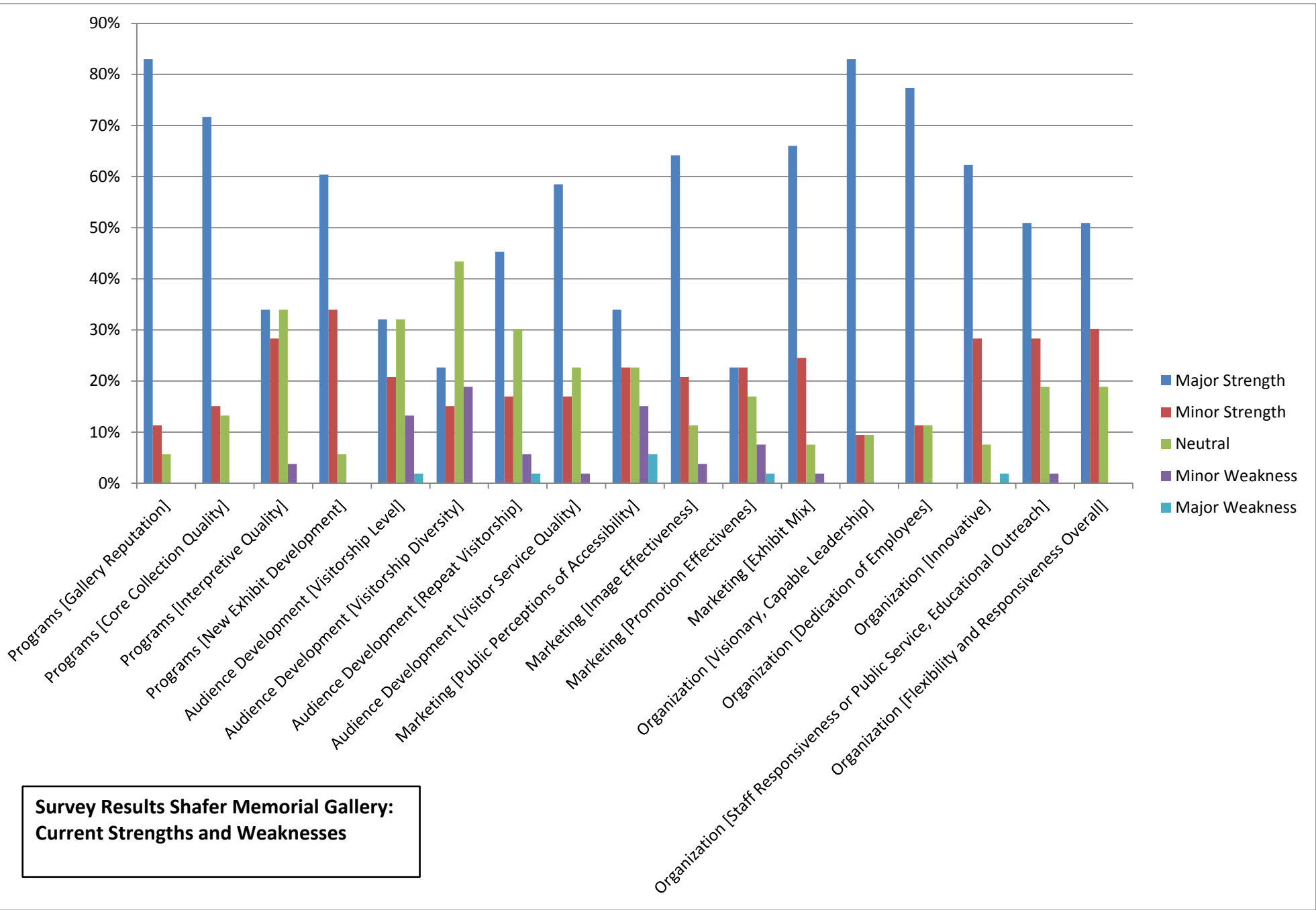
The need for a curator of collections is not addressed by the staffing history. Reasons for hiring a curator of collections include:

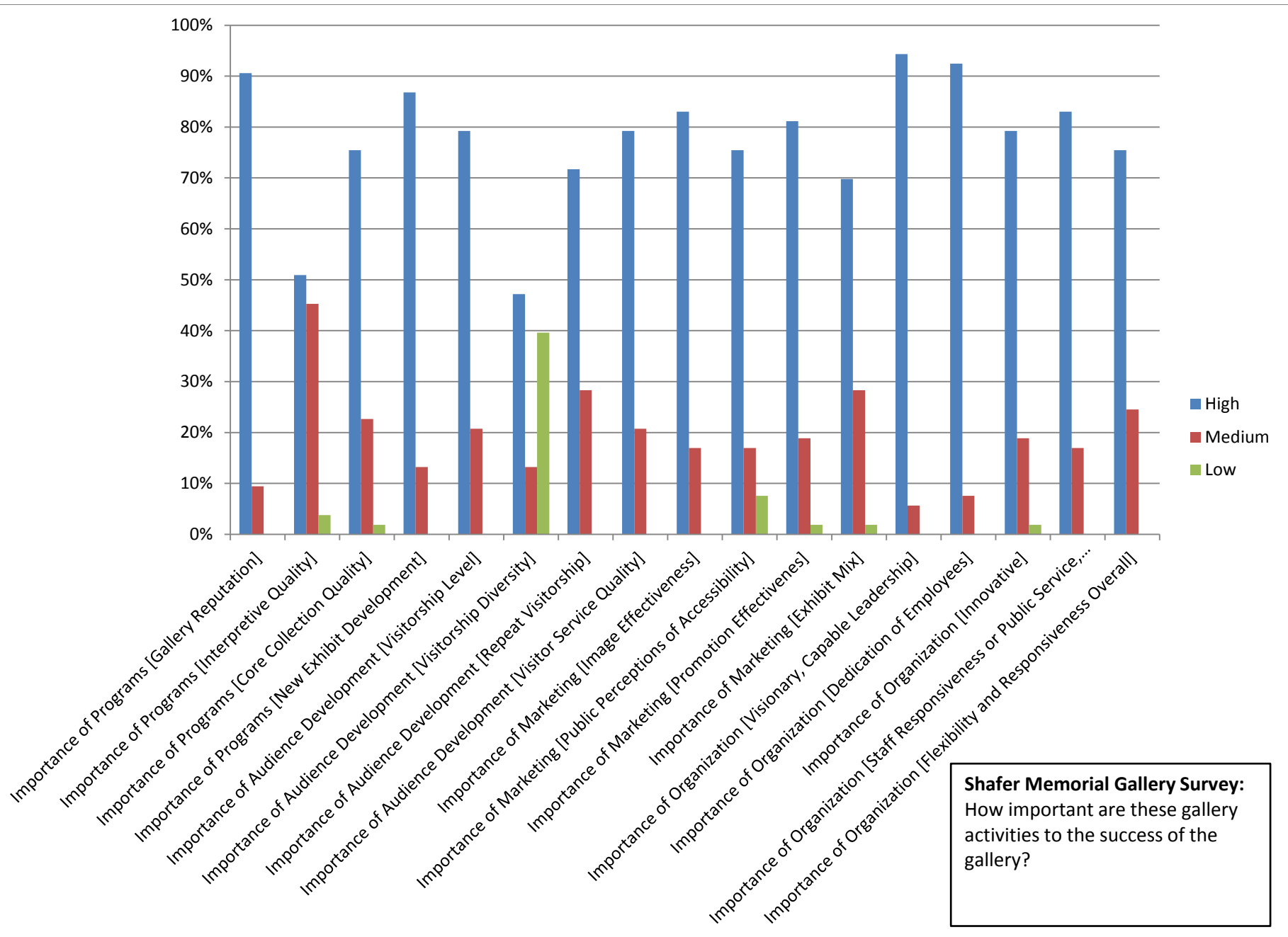
- Management of the collection by a curator would provide opportunities for “mining” the collection for in-house exhibits.
- A curator could produce from the collection travelling exhibits which would create a revenue stream.
- Hiring a curator insures the collection is properly preserved as it continues to grow in monetary value.
- A curator of collections could provide the technical expertise to not only preserve the collection but make it available to the public through real time exhibits as well as through virtual tours by web site visitors.

**The Shafer Gallery Advisory Committee recommends the hiring of additional staff to support the gallery’s Vision, Mission and Goals.**

Respectfully submitted,

Bill Forst







**Shafer Gallery Peers/ Gallery and Museum Questions**

	<b><u>5.4.7 Gallery</u></b>	<b><u>Artspace Gallery</u></b>	<b><u>Baker Arts Center</u></b>	<b><u>Couts Memorial Museum of Art</u></b>	<b><u>Kauffman Museum</u></b>	<b><u>Moss-Thorns Gallery</u></b>	<b><u>Salina Arts Center</u></b>	<b><u>Sandzen Memorial Gallery</u></b>	<b><u>Shafer Gallery</u></b>
	Greensberg, KS	Marquette, KS	Liberal, KS	El Dorado, KS	Bethel College Newton, KS	FHSU Hays, KS	Salina, KS	Lindsborg, KS	Barton CC Great Bend, KS
<b>How many full time staff do you employ?</b>	1: Director	2: Director, Assistant Director	3: Executive director, Art director and Education Coordinator	2: Director, Administrative Assistant	2: Director, Education Coordinator	Faculty share all duties	4: Director, Exhibit Curator, Administrative Assistant, Cinema Coordinator	3; Director, Curator, Secretary/ Registrar	1: Gallery Director
<b>How many part time employees?</b>	1: Attendent	1: Attendent	1: Attendent	1: Receptionist	3: Exhibitions Curator, Collection Curator and Gallery Assistant	Faculty share all duties	3: Education Curator, Gallery Manager, Attendent	Janitor	1: Temporary Past Perfect Tech 1/4 time, 2 college work study
<b>How many exhibits do you present (on average) each year?</b>	4-5	4-5	5-6	6	2-3	8	4-7	10	9-10
<b>How many of these exhibits are curated internally by your staff?</b>	None	All	Most	Some	Most	All	Most	None	Most
<b>Are your exhibits primarily in-house (ex. faculty and student)?</b>	No	No	No	No	No	Yes	No	No	Mixed
<b>Do you have a regularly scheduled educational program?</b>	Yes; classes and workshops	Yes; classes and workshops	Yes	No	Yes	No	Yes	No	Yes
<b>Do you have a dedicated education staff position?</b>	No	Yes	Yes; Education Coordinator	No	Yes; Education Coordinator	No	Yes	No	No
<b>Do you do community outreach?</b>	Yes; school visits and senior center	Yes; community meetings and public venues	Yes; workshops and community events, after school program	Yes; 3 <sup>rd</sup> Tues, Lunch program, host community events	Yes; theme school tours, community events	No	Yes; Artist in residence program	No	Yes
<b>What is the size of your permanent collection?</b>	None	100 Artifacts	332 Artifacts	1,500- 2,000 Artifacts	40,000 artifacts (history collection)	100-200 Artifacts	None	11,000 Artifacts	846 Artifacts
<b>Is your staff responsible for conservation and preservation of the collection?</b>	No	Yes	No	No	Yes	No	No	No	Yes

<b>Does your staff design and produce publicity materials?</b>	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes
<b>Do you have and maintain an on-line museum management system?</b>	No	No	No	No; excel sheet	No	No	Yes	No; excel sheet	Yes
<b>What is the approximate size of your exhibition space?</b>	700 sq. ft.	300 sq. ft.	300 linear ft.	5,000 sq. ft.	6,000 sq. ft.	4,000 sq. ft.	5,000 sq. ft.	6,500 sq. ft.	7,700 sq. ft.
<b>What is your yearly programming budget ?</b>	\$10,000.00		\$23,000.00	\$55,000.00	\$30,000	\$9,000 (part of Art Department budget)		\$150,000.00	\$15,000.00