

June 7th hours: 5.5

Today Cynthia Winings (gallery owner) gave me a tour of the gallery space, and went over the day-to-day tasks I will be completing this summer. For instance, all of the cleaning and management that goes into opening, closing, and the gallery day in general. I was also acquainted with the tools and storage spaces in the gallery, so that I know where they are when I need them. Afterwards, I reorganized the storage and packing rooms, so that they are available for use during the new gallery season. The day was finished with me sitting the desk and tending to visitors as they came in.

June 8th hours: 6

Today Cynthia showed me how to manage purchases, and introduced me to the gallery's mailing and contact lists. I spent the day re-organizing and updating said list, making sure to add in new contacts from the gallery's sign-in sheet. I also sat the desk, assisting any visitors that came in.

June 13th hours: 6

Today I distributed flyers around town for the Young Artist's Workshop, as sponsored by Blue Hill's Open-Air Arts Initiative. The Cynthia Winings' Gallery collaborates with the OAAI to encourage school-aged children to explore their local natural environment while creating works of art. In addition to placing flyers for the workshop around town, I also ran errands for the gallery, and put together the bags of supplies that would be given to the children for the workshop.

June 15th hours: 6

Today I sat the desk, and I completed updating the gallery's mailing system. I also cleaned the work displays in preparation for the upcoming opening. Finally, I helped work designing and painting the new sign advertising the gallery, to be placed down the road at the corner in order to help direct guests.

June 27 hours: 5

Today I packaged up sculptures that were to be sent back to their corresponding artists from the gallery's last show. I also went around town distributing flyers for the gallery's new show, opening officially on July 1st. In addition to this, I ran errands for the gallery, including picking up a new shelf to be installed in one of the store rooms. To end the day, I managed the desk while Cynthia worked in her studio, my first time keeping the gallery open independently. I tended to visitors as they came in, answering questions, and encouraging conversations about the work presented.

June 29th hours: 6.5

Today, I cleaned the floors and the walls of the gallery in preparation for the show opening on July 1st. In addition, I helped finish print and place labels on all of the works, and checked to make sure everything was level. After this, I sat the desk independently again until closing. This was my first time closing the gallery on my own, therefore finishing the work day independently.

July 1st hours: 4

Today was the official opening of the Cynthia Winings Gallery's newest show, *The Invention of Atmosphere*. I came in to help Cynthia set up for the opening, assisting with putting out food and drink spreads. During the opening, I periodically checked all of the tables to refill food and drinks, and cleaned up any mess left behind by guests. I also helped guests with any questions. In addition to all of this, working at the opening gave me the opportunity to meet a variety of both artists and patrons, including Patricia Wheeler, an artist currently represented by the gallery whose work I have been very interested in. It was a great opportunity to be able to make all of the connections I did at the opening, as I was able to ask many people questions about their experiences in the professional art world.

July 2nd hours: 6

Today I opened the gallery, and upon Cynthia's arrival, finished cleaning up the remnants of the opening the prior night. Tables and such were put in their proper place, dishes were cleaned, and so on. Afterwards, I ran the desk for a few hours while Cynthia ran some errands. Following this, I ran some errands for the gallery, picking up posters for the community's "First Friday" event, in which participating businesses put up a poster in their window to signify such. The Cynthia Winings Gallery will be participating with an artist talk- painter Ingrid Ellison (whom the gallery is currently showing) will be discussing her work in the evening, an event I will also be able to work. After picking up the posters and helping hang them, I cleaned and reorganized the storing area in preparation for the new works that will be arriving for the gallery's next show.

July 6th hours: 7

Today was the First Friday artist talk, during which Ingrid Ellison discussed her work with the audience. Most of the day consisted of prepping for this event, including cleaning, moving and adjusting the lights, arranging chairs and tables with food arrangements, and tending to visitors. However, today I was also able to install four new pieces in the gallery, two upstairs and two downstairs, as well as package and prep work to be sent out to customers.

July 11th hours: 7

Today I spent most of the work day running the gallery independently while Cynthia ran errands. I packaged work to be sent out to buyers, as well as updated the mailing list in preparation for the next newsletter to be sent out soon. I also discussed marketing ideas with Cynthia upon her return, including selling canvas totes with the gallery logo (Blue Hill has recently enforced a plastic bag ban in order to be more environmentally conscious). Cynthia ran me through the process of paying the artists, whose pieces are in the gallery on consignment, and I sat in on a critique between her and a potential artist to be shown, in which she reviewed the work, and decided whether or not she wished to show it in the gallery space.

July 13th hours: 6

Today I spent a good part of the day taking down some paintings that had been sold, and installing new paintings in their place. After hanging the new work, I packaged and prepared the paintings to be sent to their respective buyers. Once this was done, I discussed the plans for the

sculpture garden to be set up in the backyard with Cynthia, and worked the desk while she went to run errands for the gallery.

July 18th hours: 6

I spent the day today running the gallery independently. I discussed work with visitors, answering their questions about visitors, and helped visitors set up plans to pay for and pick up work. I also made sure the gallery space was in proper shape, fixing works that needed to be re-hung, and so on. Finally, I updated the artist archives, editing information that need to be adjusted.

July 20th hours: 7

I ran the desk again today, it was a relatively slow day, so I had a good amount of time to attend to some maintenance-based tasks, like updating the mailing list, organizing and taking inventory in the store spaces in preparation for an upcoming show, and so on. Later in the day, Cynthia and I discussed some of the more managerial aspects of running a gallery, including financial planning, networking, and so on.

July 22nd hours: 2.5

Today was the cleanup day for the incoming sculpture garden, for which the first sculptures are to arrive by August 10th. Trees and brush were cut down and trimmed, lumber was moved to be sent to the dump, weeds were pulled/ weed whacked, and flowers were planted to grow in mulch. While working, Cynthia explained that the staircase will need to be fixed where the steps are rotting, and will need to be repainted afterwards. Mostly, the evening was spent making sure everything was in order for sculptures to be installed, and for the space to provide a pleasant experience for future viewers.

July 25th hours: 6.5

Today I helped work on taking parts of the current show down, in preparation for our upcoming show. I also helped artists who were delivering work, and moved works that were no longer on display into the storerooms. I also packaged sculptures that were to be sent back to their respective artists. Once all of this was done, I manned the desk, assisting visitors and answering questions,

July 27th hours: 6

Today was the last workday to put the show up, so I assisted Cynthia with installing pieces in the gallery. Afterwards, I adjusted the lights properly, replacing them as need be. Nail holes were spackled and sanded down, and the artists' book was updated with the statements and resumes of the artists that would be featured in the show.

July 29th hours: 2

Today was the opening night for the gallery's latest show, *Visual Breathing*. During the opening, I helped set up and man the refreshment tables, and had the opportunity to network and discuss the show with a variety of visitors. I was also able to meet a good amount of the artists featured in the show, which was a wonderful opportunity.

August 3rd hours: 7

For the first part of today, I opened the gallery and ran the desk for visitors. After this, I began painting the new stairwell for the sculpture garden out back. Today was also a First Friday event, during which artist Lari Washburn was to come in and discuss her work in the show. I helped prepare the space for the event, bringing out and setting up refreshment tables, as well as putting out chairs, and talking to Lari. Once the event was beginning, I helped take photos of the event, and participated in conversation during the discussion.

August 8th hours: 6.5

Today I packaged and prepped sculptural works from our previous shows to be sent back to their artists. After this, I attended to tidying up the gallery space and storage spaces, and took photos to document the newest show. After this, I finished the staircase for the sculpture garden, which is now prepared for the sculptures to be installed. After this, Cynthia and I discussed final plans for the garden, including where and when everything would be installed at the end of the week.

August 10th, hours: 6

During my final day at the Cynthia Winings Gallery, I was able to assist with the installation of two of the first sculptures to be put in the new sculpture garden. After this, I updated the promotional materials at the desk, and discussed the new show with visitors as they came through the gallery. After running the front desk for a while, I was able to end the day by working on the design for the next show flyer, and distributing said flyers around town.