11/09/2017

**Turner Prize Trouble Shooting Meeting**Ferens Art Gallery

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| APOLOGIES  Ian Read - Hull 2017  David - Heritage Learning |
| **2A. TECHNICAL DELIVERY**   * Ferens/Major Projects – technical works on track, G1-4 all hung ready for reopening 12/09/2017. G5 will be reopened to ease public access. Turner Galleries – signage will be up before tomorrow.  Hull 2017 update –  G9 - Neon Wall has had timber built and awaiting wrap. Wait until 2 artist’s assistants arrive 12/09/2017 to confirm go ahead.   G5 - needs painting – barrier’d off to public. Working on the schedule for Rosalind. G8 - Lubaina plinth has been built and shelving has gone into production (Sewell’s) centre court bureau is in production. SB to visit it tomorrow. Some work arrived at Ferens. The remaining work is at the History Centre. Andrea’s to be installed by the end of the week. Hollybush will arrive on Weds to oversee install in G6.   Door from G6-7 will be locked until 25/09/2017   * Turner Prize Installation plans and schedules including workings hours  Working hours – SB aware of the ask to extend day from 08:30 – 18:00   SB to review this during the following week.  SB confirmed 12.09/13.09/14.09 Sewell’s access until 18:00 with Ferens staff. Deliveries confirmed at the same time every day. Change routes/thoroughfare in the galleries (cleaners coming through Gallery 7 currently)   * Deinstall plans Hull 2017 to write the de-install plan Discussed to do with materials – storage issues at Ferens Open G8-10 as a public route. How long will it take to pack crates? SB – Book in the arts council. First people on site. Couriers will be booked as well. |
| **2B. VENUE OPERATIONS**   * **TP Supervisors** References received, awaiting medical clearances. 4 x supervisors to come in on 21/09/2017.  No event on the 24.09 for volunteers, only having volunteers in studio to pack tote bags.   All 4 x supervisors will be on shift on Monday 25/09/2017 * **Volunteers – standard hours** LM – training sessions on 13.09/15.09/16/09 AM and PM. Return next week for an orientation within the space. All volunteer shifts covered until mid-October.  Ian has done a separate call out for TP events. LM and Maxine signs volunteers in – both as volunteer contacts.   KS – FOH staff to have a similar training sessions. LM to send dates through for Ferens team to attend. * **Normal operating plan and any contingency plans** Crowd control – HK has spoken to HCC Events team 780 fire capacity. Numbers in each room managed on a day by day basis by FOH supervisors (not volunteers).   Barrier Arts Council pieces – review pinch-points during volunteer briefings.  Need to be aware of capacity – groups and school bookings, gives an idea of how many people are coming each day. If they haven’t booked, then they will have to queue. Cap at one group at a time, one group is max 35 people.  Curators tours have been booked up (free, ticketed)  No touching sign Photography is permitted   * **Stakeholder events/bookings** 5/6 evening events booked * **Run through full calendar** * **Volunteers and staffing for out-of-hours events** * **Private events** Restrictions on drinks in the Turner Prize galleries. No works are subjected to GIS – monitor, GIS as best practice. Loan form does not stipulate no alcohol however it might affect the loan. LM/KF to speak to the lenders.  No red wine in G9 |
| **2C. EVENTS**   * **Schedule for Monday 25th – press to preview**   + 10:00 – 14:00   + 30-40 journalists in the AM, staff and Tate   + No press call with artists due to Andrea’s absence   + Informal intro (Kirsten to be involved?)   + Hoping to have 2 x bars. One in centre court and the other in G2.   + 3 x speakers   + Look North live 18:00 – 19:00 TBC   + Sewell’s have installed time-lapse cameras   + Sockets for Media – 12 in the café (enabling Wi-Fi) * Detailed plans for Preview, 25th * Awards update – KF to update at a different time.   JH/KF – site visit Saville’s  Tables and chairs removed for 9am  Monday night access until – publicly finished at 21:00 (access until 00:00) |
| **2D. LEARNING AND ENGAGEMENT**   * Update on all projects School bookings close on 25/09/2017. * Turner / Return (late opening) development * Outstanding Issues |
| **2E. CURATORIAL**   * Update   Broadsheet is going to print, marketing are finalising the layout. KF to proof.  Final catalogue print came through. |
| **2F. MARKETING AND COMMS**   * Crisis comms planning, scenarios to be discussed. |
| **3. AOB**   * Media trucks to be confirmed due to limited loading bays and parking places. |