

Project Number 11045
Purpose Subject Area Committee Meetings – Cultural Forum
Location EMU – Board Room
Start Time 12:45 PM

CONFERENCE REPORT

01 THOSE PRESENT

Cultural Forum
Mandy Chong, Laura Morris, Mike Ragsdale

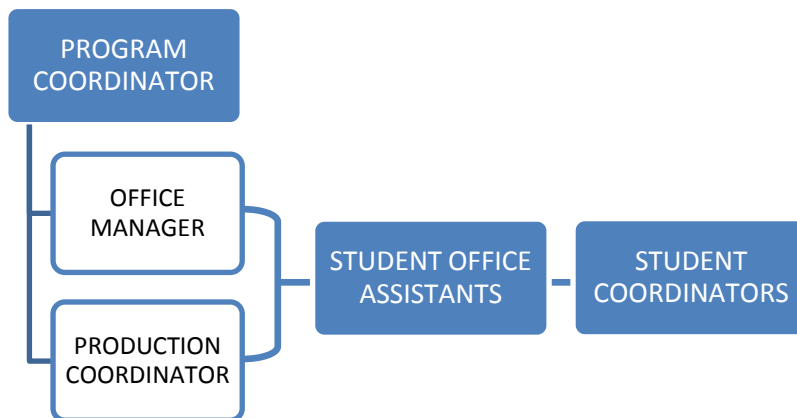
EMU
Jessi Steward

AC Martin
Tammy Jow, Christopher King

02 MISSION

The missions of the Cultural Forum is to provide University of Oregon students, and the campus community, with exposure to and experience with the breadth and depth of human expression through productions focusing on contemporary culture, film, performing arts, music, late night programming and visual arts in the Adell McMillan, Buzz and Aperture Galleries and management of the EMU permanent art collection. Productions are created and produced by students.

03 ORGANIZATIONAL STRUCTURE



04 HOURS OF OPERATION

8 am – 5 pm, Monday through Friday and evening events.

05 FREQUENCY OF USE

From 8 am – 10 am (Monday – Friday), there is typically 1 non-staff visitor.

From 10 am – 2 pm (Monday – Friday), there are 2-5 non-staff visitors.

From 2 pm – 5 pm (Monday – Friday), there is typically 1 non-staff visitor.

06 STAFFING AND WORKSTATION REQUIREMENTS

1 Full-time Program Coordinator with a dedicated private office.

1 Full-time Office Manager with a dedicated partitioned workstation.

1 Part-time Production Coordinate with a dedicated partitioned workstation.

6 Seasonal Student Office Assistants with shared, open workstations.

9 Seasonal Student Coordinators with shared, open workstations.

Furniture should be movable, free floating and rearrangeable.

07 TYPES OF SPACES REQUIRED

A reception/waiting area is required that seats 3 people. The waiting area will have displays for posters, brochures, etc.

A conference room is required that seats 12 people. The conference room should be equipped with a long table and chairs, white board, projection screen, internet access, and plenty of power. If windows they need light blocking ability.

A dedicated work area that accommodates 10-16 students is required. It should be equipped with a color printer/fax/scanner. There should also be a separate art prep space in proximity to galleries.

Dedicated storage is required at 200 nsf. Items to be stored include: hand trucks, bins of supplies, decorations, records, tools, banners, non-perishable food items.

A second storage room is required at 200 nsf for rotating art exhibits, gallery maintenance supplies, sound lighting AV equipment, canopies, event supplies.

Cultural Forum currently has 150 sf for tech, 200 sf for gallery storage and prep, 100 sf for event supplies and canopies.

Other office space needs:

Need large amounts of power. Enough to run a computer system for each employee, a small fridge, coffee maker, commercial popcorn maker, space heater, and laminator. We always need more power.

We also need internet and phone connection equipment supplied to every employee in the department. Existing connections need to be moved. Also we need access to power outside our office. We also need a bar sink for employee/student use and for cleaning up after events.

Art Galleries:

Galleries should have lighting options, hanging (backing) options. The permanent collection is supervised by EMU Administration (Wenday Polhemus), and currently stored in the mezzanine level.

Typical gallery shows are solicited rotational student work or temporary exhibits.

Gallery space requirements are as follows:

Gallery – 400 SF
Staging – 200 SF
Storage – 400 SF

Gallery Storage:

Art gallery prep and storage needs ventilation, humidity control, alarm, and a utility sink. Storage spaces need power. One 20A is ok. Provide tall, double doors. Proximity to service elevators is good.

Technical storage is currently located with gallery storage in the mezzanine level. Tech should be in proximity to freight elevator. Tech storage can't comingle with Event Services storage, since the Cultural Forum's tech equipment is used for on and off campus venues. There should be a separate space for technical equipment maintenance that can coexist with technical equipment storage.

08 ADJACENCY REQUIREMENTS

Cultural Forum should be directly adjacent to: Theater Spaces, Performance Support Spaces, Art Gallery.

Cultural Forum should be on the same floor with: Craft Center, Women's Center, LGBTQA, Outdoor Program, Computer Center, Club Sports, Conference Spaces, Conference Support Spaces, Lounge Spaces, Lobby/Atrium, Loading Dock, Activity Spaces.

09 VISIBILITY, ACCESS, AND SECURITY

Given the common goal of the building to put the most active venues up front, Cultural Forum does not require a "storefront" location.

Locking doors at all entrances to the Cultural Forum are required so that the department can be closed even if other parts of the building are open.

For the gallery prep space, locking doors at all entrances plus an alarm system to detect against unauthorized intrusion is required.

Cultural Forum is a "user" of a larger computer network where the system is operated by another department.

Cultural Forum requires "up front" advertising space for posters, electronic boards and screens.

10 SKETCHES

