

**ARCHIVING FOR VISUAL ARTISTS:  
CAREER DOCUMENTATION AND LEGACY CONSIDERATIONS**

*Instructor:* Rebecca Gilbert, X Gallery

*Dates:* Sept 7, Sept 21, Oct 5, Oct 19, Nov 2, Nov 16

*Day and Time:* Wednesdays, 4-6:30pm

*Skill Level:* All; ages 18 and up

*Tuition:* \$450 (Optional studio visit +\$90)

*Class Size:* 5 minimum, 8 maximum

*Location:* X Gallery, 815 SE Grant Street, Portland

**CLASS DESCRIPTION**

Career documentation and preserving one's legacy are essential components of an artist's life and practice at all phases of your career. This in-person workshop will help you to establish or refine studio practices that take into account ongoing documentation and safe storage of artworks, and to form an archiving system that allows you to maintain intellectual and physical control of your work over time.

Each session will offer guidelines, best practices, and discussion about specific areas of artwork inventory and storage, studio workflow and management, archive formation, legacy goals and planning specific to artists. Bi-weekly class times are supplemented with hands-on exercises, and an optional additional personal studio visit from the instructor to advise on considerations specific to your situation. Registration is limited to encourage meaningful discussion.

This workshop is designed for visual artists with an active practice, who are looking for structured support around the process of planning and documentation.

**SUPPLY LIST**

Worksheets and handouts for each participant will be provided. You are encouraged to bring a notebook and writing implement for class sessions, other supplies and materials will be specific to your studio needs and not required during class time.

**REGISTRATION**

[Register here](#). Enrollment is on a first-come first-served basis. If enrollment maximum is reached, you can add your name to a wait list. If a participant cancels, we will notify all who are on the wait list, starting with the first person on the list. The waitlist is also used to gauge interest in future offerings.

**CANCELLATION/REFUND POLICY**

Cancellation more than 1 month before class begins, the fee will be refunded in full. More than 14 days but less than 1 month before the class, 50% refund. Less than 14 days beforehand, no refunds.

If class does not meet minimum enrollment or is cancelled, all deposits will be 100% refunded.

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