



MuSE: A Community Museum Call for Proposals

MuSE: A Community Museum from the Center for Environment and Society (CES) highlights Washington College teaching, experiential learning, and research at the intersection of environment and community. It will create opportunities for active collaboration for the college community, surrounding Eastern Shore community organizations, regional K-12 educators, students, and visitors.

MuSE is located at 210 S. Cross St. in downtown Chestertown. There are three distinct, but connected spaces where faculty, staff, and students as well as external collaborators can share exhibits that highlight community collaboration within Chestertown, the Eastern Shore, and beyond. Exhibits will rotate between 2-4 times a year depending on exhibit content, other exhibits, and specific needs of exhibitor.

CES will provide support to each exhibitor but the content is the responsibility of the exhibitor. A full list of CES and exhibitor responsibilities is below.

Available Space

- Space #1 – Largest space, 304 square feet, approximately 19'x16' and can easily be combined with Space #2 if needed. Track lighting and rail system for hanging materials included.
- Space #2 - One of two smaller spaces closer to the front window, 127 square feet, approximately 8.5'x15'. This space is open to the larger space and can be combined with Space #1. Track lighting and rail system included.
- Space #3 – Separate smaller room with the second front window, 135 square feet, approximately 15'x9'. A glass door separates the larger space from this room. Track lighting and rail system.

CES responsibilities:

- Overall coordination including regular planning meetings
- Limited funds for exhibit production
- Promotion with Marketing and Communications Department
- Staff time and scheduling to open museum to the public
- Basic furniture, tools, and mounting materials
- Advice and resources for printing and installation of exhibit
- Coordination of opening reception including invitations, food, speakers, etc.
- Provide limited support for programming beyond opening reception.
- Provide staffing support for installation and removal of exhibit.

- Review final content (for proofing and quality control) prior to production.

Exhibitor responsibilities:

- Create exhibit theme and content.
- Coordinate any printing or other production.
- Provide talking points for marketing.
- Lead installation and removal of exhibit.
- Provide additional staff or interns to support programming, reception, and opening the exhibit.

Proposals from Washington College faculty, staff, and students will be prioritized, but proposals from external collaborators will be considered. The proposal process will include two stages. If proposals move past Stage One, they will be invited to prepare a Stage Two Proposal. To minimize the extra work of a proposal, Stage Two Proposals will be requested only in cases where the exhibit is very likely to move forward. All Stage Two Proposal content will directly contribute to developing and marketing an exhibit.

Proposals will be evaluated based on:

- Integration of student learning and research in the development of the exhibit and related project
- Connection to the natural and built environment
- Role of Washington College faculty, staff, and students in the project
- Role of community (beyond the college) in the project, including development of exhibit
- Multi-disciplinary approaches and collaborators
- Feasibility of the exhibit including capacity of the potential exhibitors to create and install exhibit
- Quality of complementary programming such as workshops, youth activities, speakers, or invited groups.

Proposals should include a budget of a maximum of \$1,000 - \$3,000 depending on the size of the space. Exhibit funding will be provided by CES and can be used to create or acquire exhibit materials, but it is not intended to fund stipends for exhibit preparation or research, student activities, or community engagement that are providing the content for the proposed exhibit.

All applicants are strongly encouraged to contact [Laura Chamberlin](#) in advance of preparing a proposal to discuss ideas. Stage One proposals have a rolling deadline and will be reviewed as received.

Stage One: Concept Statement

In two pages maximum, describe the basic concepts of the exhibit you are proposing:

- What is the scope of the exhibit? Objectives?
- What disciplines are integrated into the collaboration?

- How are faculty, staff, students, and community involved? Local community projects will be prioritized, but community can be defined beyond the region.
- What are the connections to the environment?
- Which spaces are needed?
- Preferred time of year for launch of exhibit.

As needed (2-4 times per year), the MuSE Committee (faculty, staff, students, and community members) will evaluate all submitted proposals and invite concepts to prepare a full proposal.

Stage Two: Full Proposal

Provide a five-page maximum proposal incorporating any suggestions provided by the MuSE committee's review of the Stage One Proposal. The proposal should include:

- Title, one sentence description, brief abstract, and several representative photos. NOTE: This specific information will be used in marketing materials and should be prepared with consideration for an external audience.
- Proposed exhibit content (ie. Printed panels, artifacts, interactive digital materials, etc)
- Special requirements such as electronic equipment, speakers, television, or unique hanging materials. (Dependent on access and/or funding.)
- Draft sketch of the layout of materials in the exhibit
- Key team members and their responsibilities
- Current and potential curricular connections
- Proposed programming activities
- Timeline for exhibit creation and installation. The process of creating and installing an exhibit is time intensive, please provide justification that each team member will have appropriate capacity to complete tasks on time.
- Budget