

April 29, 2013

Dear ,

This letter serves to confirm our conversation concerning your work for the INSTITUTION NAME and the DEPARTMENT NAME and replaces any active contracts you might have overlapping with the period listed.

Your curatorial work, beginning April 29, 2013, through August 1, 2014, includes but is not limited to assistance with the exhibition of XXXX from the collection such as cataloguing and documenting quilts on loan for exhibition; preparation of bibliography, research, writing tombstones, overseeing photography and photo research for exhibition book; help with gallery labels and wall text exhibition publicity; work with INSTITUTION NAME store to develop product; participation in gallery tours and education programs; and gallery installation and deinstallation. Other curatorial duties not directly related to the exhibition may also be requested.

The MFA expects to pay \$X/hour for 15 hours per week for your services not to exceed \$XXXX, for the period of April 29, 2013, through August 1, 2014.

Work described in this letter will be performed by you as a private independent contractor, and as such, you will not be an employee of the INSTITUTION NAME. It is also understood that it is your obligation to pay all income and social security taxes required by state and federal laws that apply to the self-employed. The INSTITUTION NAME shall report your compensation on Federal Form 1099.

Please countersign a copy of this contract as written confirmation of our agreement.

We all look forward to our continued work together and a successful exhibition.

Yours sincerely,