

Date

Guest Curator
Address

Dear Guest Curator:

This letter constitutes an agreement between [organization] and [guest curator] for her services as a guest curator for the exhibition of work [XXXX], tentatively scheduled for [dates].

The Guest Curator's responsibilities include:

- Identifying objects for prospective inclusion and developing a checklist
- Being available for a trip to Israel to meet the artist and see the works in person
- Writing exhibition texts (including text panels, object labels, any web content, press release) [due dates]
- Coordinating production of brochure
- Working with the staff at [organization] to design the exhibition
- Being available for the installation at [organization], provided travel expenses are covered. [dates]
- Being available for other trips to [organization], provided travel expenses are covered, for purposes of initial meetings, providing a curator tour/lecture, de-installation, or other occasions that are mutually agreed upon

Payment for these services will be \$XXXX, payable upon submission of invoice by Guest Curator, as follows:

- \$XXXX upon signing of letter
- \$XXXX upon submission of checklist/exhibition texts
- \$XXXX upon opening of the exhibition [date]

Please sign both copies of this letter and return one to our office. We look forward to working with you to create a successful and memorable exhibition.

Sincerely,

[name] title date
[organization]

[guest curator] date

For Reference Only