YOU ARE RESPONSIBLE FOR YOUR ARTWORK AND ITS FUTURE

• Consider your art work carefully and dispassionately. It is your work and represents

your time, your energy, your talent, ideas and skill. It is a part of your legacy.

• What of your work represents your best efforts, your strongest ideas? Are there

friends, colleagues, professionals who can assist you in assessing your work? If not, you

will have to make these decisions yourself.

• Consider discarding work NOW that is not your best work or no longer represents you

well.

ORGANIZE YOUR WORK

• Gather your work, or a representative body of your work.

* Sign your work and date it, if possible. Note the title (if there is one), the date of the work, and the medium on the reverse side.
* Create an inventory list that will help people unfamiliar with your work to locate and identify it. A sample will be provided by the DIA.

• Maintain a current file. Update regularly.

NOTE: More professional artists may choose to follow the procedure below\*

DOCUMENT YOUR WORK

• Write a statement about your work: what it is about?

• Write a statement about your history as an artist: beginning, motivation, turning points,etc.

• Include an up-to-date resume, listing education, exhibitions, awards, publications, and other relevant data.

• Place this with the prints of your work in the binder or archival box.

DECIDE TO WHOM YOU WANT YOUR WORK TO GO (This varies with the congregation.)

• Ask your congregational archivist what form would be best to present a record of your work.

• Does your congregation have place to keep art work by members? If so, in what way would it be best to prepare it (framed or unframed for two dimensional work; created or boxed, wrapped or unwrapped, for three dimensional work)

DISPOSING OF YOUR SOCIAL MEDIA (Do this now.)

• Give in writing passwords to computer, smart phone, and any other electronic device like iPad to an appropriate person, or have it put in your congregational file. Be sure to notify that person when you change password.

• If you have a website, be sure this person knows how to contact your webmaster. If you in charge of your own website, be sure this person knows the address to make changes to it.

• Have this person cancel your Facebook, Linked In, Twitter, lnstagram or other social media when you are not able to maintain it.

MORE PROFESSIONAL FORM OF ORGANIZATION

• Get your work photographed by a good photographer.

• Have both digital files and prints made. If you have slides of your works, consider having

those slides digitized and printed~

• Identify each photograph, and label it: by artist, title, medium, date, and size.

*(Remember that photographs do not give an indication of the original size of the work.Try to have the color reproduced accurately.)*

• Place the prints in an organized way in an archival box; for digital files, label them and put them on a DVD or CD.

• Label your original work too. Note title, medium and date and the reverse side.

**HERE ARE A FEW SUGGESTED QUESTIONS TO GET AN INTERVIEW**

**STARTED. WHEN THE ARTIST TAKES A DIFFERENT DIRECTION,**

**FOLLOW HER.**

1. Were you an artist before you were a Dominican ?

Relate one of your earliest memories of yourself as an artist.

1. How significant is your art in relation to your Dominican vocation?

Do you consider your artistic gifts a call

1. Is your art typically a form of prayer? Sometimes an obstacle to prayer?

A form of study? Of recreation? Of preaching?

1. Summarize your ministry history to date.
2. What tensions do you associate with your art?
3. How would you like to divide our discussion of your work developmentally,

by theme, by genre?

1. What evidence do you have of the impact of your art?
2. Do you maintain a regular interactive presence on the internet?

How does this activity contribute to your ministry?

1. Does any of your work reflect the historical realities of the time in which it was produced?
2. Of all your works, which would you most like to live after you?