

# CREATIVE CAREERS

## Getting started in museums and galleries

[www.npg.org.uk/creativecareers](http://www.npg.org.uk/creativecareers)

### Document Developed by Sheffield Comedians Installation Schedule

An installation schedule ensures everyone involved in the exhibition knows what they need to do and when. Installing the Comedians exhibition in Sheffield took the team 5 days – here's how they did it.

W/C 16 November 2009		
Monday 16	Works delivered into gallery space c.1pm Unpack, condition check	Chris S Richard Chris A Pete
Tuesday 17	Finish condition checking Layout works and begin hang William to install LCD screen and media player	Chris S Richard Chris A Pete William (AV)
Wednesday 18	Continue hanging Install curtains Install other AV	Chris S Richard Chris A Pete William (AV)
Thursday 19	Panels/labels delivered and installed Finish hang Finish resource area Finish AV	Chris S Richard Chris A Pete William (AV)
Friday 20	Finishing off/ tidying up Vinyl installed	Chris S Chris A Pete
Saturday 21	Exhibition opens to public	