

## **Raw Analysis Notes**

### **Persons and Roles**

Relations: Roles link to gallery operations; external persons to processes like selection or appraisal.

- Can Bey: Curator and Director (oversees concepts, approvals, finances; bridges teams).
- Elif Hanım: Exhibition & Operations Coordinator (handles logistics, documentation, codes).
- Kerem Bey: Communication & Auction Assistant (manages public interface, registrations, marketing).
- Artists: Lina Kovacs (photographer, Light and Shadow), Murat Yılmaz (ceramic artist, Earth Memory); general emerging/established artists (submit portfolios; related to contracts, consignments).
- External: Art historian/senior artist (committee members), Accountant (verifies finances), Appraisers (consulted for reserves), Technicians/Lighting People/Photographers (installation), Journalists/Collectors/Patrons/Bidders/Consignors (interact via events/auctions).

### **Organizations and Locations**

Relations: Gallery as central hub; locations tied to events.

- ABC Art Gallery: Founded 2004, hosts modern/contemporary art (exhibitions every 2 months, auctions quarterly).
- Location: Atatürk Blvd. 185, Kavaklıdere, Ankara (open Tue-Sun 10:00–18:00; email: info@abcgallery.org).
- Other: State museum (Elif's prior role).

### **Events**

Relations: Linked to artworks, documents, and timelines; exhibitions feed into auctions.

- Exhibitions: Duration 6-8 weeks; change every 2 months (e.g., Light and Shadow, Earth Memory, Lines of Silence, Urban Echoes, Young Sculptors 2023).
- Auctions: Quarterly; in-person/online; involve lots from exhibitions or consignments.
- Committee Meetings: Twice/year for artist selection (review 20-30 portfolios).

### **Documents and Records**

Relations: Cross-referenced via codes; stored in folders/spreadsheets; some restricted.

- Communication/Public: Visitor logs, mailing lists, registration forms (events/auctions), media contact sheets, bidding forms, auction summary sheet (results with initials/codes), press materials, newsletters, catalogs.
- Logistical/Technical: Object Entry Form (title, artist, medium, size, insurance value, condition), Installation Details Form (placement, lighting, wall color), Exhibition Dossier (photos, condition reports, correspondence, notes), Lot Summary Sheet (title, artist, lot number, starting bid, condition notes), Daily Log Sheet (progress, incidents), Timeline Table (milestones like shipments, installations), Master Object Register (spreadsheet index), Exhibition Evaluation Sheet (attendance, sales, feedback), Incident Entry (date, description, actions).
- Legal/Financial: Loan Agreements, Consignment Forms, Insurance Certificates, Artist Contracts, Restricted Financial Document (reserves, commissions, payments, taxes).
- Selection/Planning: Selection Sheet (artist, decision, remarks), Canonical Name Sheet (standardized names/titles), Code Ledger (for code generation), Year-End Summary (artworks, sales, attendance, forecasts).
- Other: Change notes, memos, proofs (e.g., catalog mock-ups).

## **Codes and Identifiers**

Relations: Core for linking; used across documents for traceability.

- Object Code: e.g., MY-014 (artist initials + incremental number; generated from Code Ledger; marks status like active/inactive, SOLD/NS).
- Exhibition Code: e.g., EXH-2025-03 (used in filenames, press, technical docs).
- Lot Number: Auction-specific.
- Bidder Codes/Initials: Privacy-protected.
- Other: Reference numbers, IDs (e.g., Condition Report ID, Loan Agreement ID).

## **Processes and Workflows**

From interviews and appendix diagrams; Relations: Sequential, with data inputs/outputs

- Exhibition Lifecycle: Concept/Artist Dialogue (idea, portfolios) → Preliminary Selection (committee consensus) → Artwork Proposal & Pre-Record (entry forms, codes) → Loan/Consignment Agreement (contracts, insurance) → Installation/Labeling (physical setup, daily logs) → Opening & Public Communication (press, visitors) → De-Installation/Return (evaluation, updates).
- Auction Workflow: Lot Identification (from exhibitions/consignments) → Cataloging (summaries, pricing) → Promotion (marketing) → Bidding (registrations, bids) → Payment (settlements) → Lot Collection (updates to status).
- Artist Selection: Submissions (portfolio + 300-word statement) → Review (relevance, feasibility) → Decision (yes/no/maybe; documented in Selection Sheet).
- Data Management: Manual cross-references; aspirations for database with tables linked by codes; security (passwords, logs, encryption); analysis (year-end summaries for planning).
- Incident Handling: Record, resolve, note in dossier.