

Gympie Regional Gallery Exhibition Program Handbook

“Engaging with the community and building the identity of the Gympie Regional Gallery as a venue for showcasing local arts and touring exhibitions.”

Who Are We

The Gympie Regional Gallery (GRG) is housed in the beautiful and original School of Arts Building, built in 1905. It is a community oriented Gallery celebrating its own professional and amateur artists whilst introducing to the community a reasonable range of high quality shows from elsewhere in Australia.

Mission Statement

The GRG promotes the development of the arts as an integral part of the lives and industry of the local community bringing educational opportunities, cultural enrichment, economic and social benefits to the entire region.

Our Spaces

Gallery One (The Gympie Times Exhibition Space) and Gallery Two (Hugo Du Rietz Gallery), – upstairs, give preference to major touring exhibitions from state, intra state and national organisations, or exhibitions of high quality from professional artists. Though there will be times when these can be used for regional or community exhibitions, it will depend on the availability. On the odd occasion where an exhibition may fall beyond this definition, at the discretion of the GRG Coordinator a fee similar to Gallery Three will apply. This space has humidity-controlled air conditioning.

Gallery Three downstairs, can also be divided into two spaces, and will also sometimes accommodate touring exhibitions. This is the most flexible space, due to its size and availability, and will predominantly show local emerging art. This enables the exhibiting artist/group to experience all the professional processes involved with exhibiting. Preference will be given to Gympie Region residents. This space is air conditioned, but not humidity controlled.

Artists may not submit another solo exhibition for at least 2 years in any of the Gallery spaces, other than at the discretion of the Selection Committee.

Foyer Spaces will sometimes be able to accommodate artworks at the discretion of the GRG Coordinator. This could be an overflow area for other exhibition spaces or for mini displays, special promotional displays or community displays.

Before you Apply

- Have you prepared a clear exhibition concept?
- Have you taken into account the physical spaces and GRG policies when considering your exhibition? Does your work complement the GRG and vice versa?
- How do you want your exhibition to communicate to the audience? Are there any support activities that could enhance it?
- Have you developed a budget for your exhibition?

The GRG schedules exhibitions 18 - 24 months in advance, and this needs to be taken into account when you prepare your proposal.

Steps to Apply

- Complete an Exhibition Proposal Form (See attached - [CSF405](#))
- Create a rationale of your exhibition or project up to one A4 page
- Attach an artist's curriculum vitae of up to two A4 pages
- Include a CD or USB flash drive containing minimum 3, maximum 10 digital images (JPEG format) being minimum 500kb in size, or printed images of recent work to illustrate your proposal.
- Post above items to: **Gympie Regional Gallery Exhibitions Selection Panel**
C/- Gallery Coordinator
PO Box 155
Gympie QLD 4570
- Hand deliver to: 39 Nash Street, Gympie, during normal Gallery hours
(Tuesday to Saturday 10am – 4pm)
- Or Email: gallery@gympie.qld.gov.au

Pre-Approval Process

A panel consisting of GRG staff, artists and community representatives meets three times a year to assess proposals (end of February, June and October). You will be advised in writing of the decision regarding your exhibition proposal within six weeks after the panel has met to assess all proposals.

Please note that applying for an exhibition at the GRG does not guarantee that your proposal will be accepted.

The application process involves a selection procedure based on key criteria:

- Does the exhibition demonstrate artistic merit, innovation and originality?
- Does the exhibition clearly communicate its intent?
- Does the exhibition demonstrate a self-selection process?
- Has the exhibition proposal considered a target audience or community involvement?
- Does the exhibition promote the cultural interests of the region?

Other considerations may impact on the assessment of an application, including:

- Will the timing of the proposal fit the GRG's schedule?
- Will there be any logistical issues, e.g. size, hazards, weight?
- Will the proposal contribute to a balanced exhibitions program?
- Does the exhibition address access, equity and social justice principles?
- Have adequate funds been allocated to the exhibition?
- Is there adequate information to assess the proposal?

Inquiries

A GRG staff can answer questions regarding proposals over the phone or preferably by appointment. Contact the GRG Coordinator on **07 5481 0733** or email gallery@gympie.qld.gov.au.

Gallery Hours: Open Tuesday – Saturday 10am – 4pm

Guidelines and Responsibilities

Advertising, Promotions and Publicity

All exhibitions are promoted through:

- Our sponsored weekly advertisement and fortnightly 'Gallery Page' in The Gympie Times;
- The 'Gallery News' newsletter;
- Invitation database mailout (including e-news database);
- Media releases sent to over 30 regional media contacts;
- GRG website and Facebook page;
- Posters at various locations within the region.

All educational programs connected with the exhibition will also receive promotion, and although all attempts for media coverage are made through the press, radio and sometimes television, they cannot be guaranteed. Any specific promotions not included above can be discussed with the GRG Coordinator beforehand. Assistance can be given with the media releases if necessary.

Acknowledgements

The Gympie Regional Gallery and Gympie Regional Council must be acknowledged on all printed material associated with exhibition or educational material (digital logo supplied upon request). All sponsors and exhibitors will also be acknowledged on publicity material.

Brochures and Catalogues

The GRG produces exhibition schedule brochures twice yearly and will require digital images of work. The GRG supplies an in-house produced catalogue for each exhibition. If exhibitors wish to have a published colour catalogue, the costs and organisation of its production is entirely the responsibility of the exhibitor. Promotional material not printed by the GRG will require checking by the GRG before being published.

Delivery and Collection

The Exhibition Agreement (CSF406) will state the delivery and collection dates and times, and these must be strictly adhered to. Installation is usually from 10.00am on the Monday and demount is 9.00am on Monday following exhibition closure or by negotiation with GRG Coordinator.

The exhibitor is responsible for all costs involved with transport of work to and from the GRG, including insurance. The List of Works will be signed by GRG representative and artist on arrival and departure.

Documentation

Exhibitors are responsible for all costs and arrangements for documenting their work whilst in the GRG. The GRG sometimes takes photos of exhibitions or particular work for their own documenting reasons.

Duration

Gallery Two & Three exhibition spaces will run generally for 4 weeks, with alterations negotiated with the GRG Coordinator. Gallery One exhibitions generally run for 8 weeks, depending on circumstances.

Education Programs

The GRG aims to provide educational programs wherever possible attached to exhibitions. Consider how your exhibition can contribute to this. Provide up to date curricula vitae, artist statements or relevant information, which could be helpful.

Artist talks, tours and workshops are encouraged to coincide with an exhibition and can be discussed/arranged with the GRG Coordinator and/or Education Officer, as early as the first proposal.

Exhibition Agreements

The GRG will use a standard GRC Exhibition Agreement (CSF406) for all exhibitions with the exception of those who provide their own agreements, such as travelling exhibitions.

All exhibitors' should of read this handbook and understand the guidelines. The Exhibition Agreement should clearly state the details of exhibitions and be signed by the exhibitor. Should artists/organisations be in breach of this agreement, the GRG Coordinator will have the right to review the future involvement of the artist/organisation and/or cancel the exhibition.

If an organisation is exhibiting, an elected representative must sign the document.

Exhibition Report

Approximately three weeks after the close of your exhibition, but no later than six weeks, the GRG will send out an Exhibition Report consisting of copies of press clippings, media releases, advertisements, visitor numbers and comments if any.

Fees and Charges*

** Current for 2016/2017 financial year. All prices include GST.*

The GRG charges minimal charges for rent of the exhibition spaces. This fee covers costs involved with printing, postage, and promotions. This fee will be reviewed every 12 months.

Exhibitions curated by the GRG, Gympie Regional Council residents and community exhibitions are not charged a fee.

- Gallery One (The Gympie Times Exhibition Space) \$150.00.
- Gallery Three (downstairs) half \$77.00; full \$138.00.
- Gallery Two (Hugo Du Rietz) \$77.00.
- The Foyer \$20.00.

The fees are to be paid to the GRG two weeks before exhibition, or on receipt of GRC Invoice. The GRG is not in a position to pay artist's fees or transport.

Gympie Regional Gallery

Exhibition Program Handbook



Financial assistance

Assistance can be provided in seeking funding and sponsorship. All sponsorship arrangements must be approved by the GRG, as we have a responsibility to existing sponsors. Assistance for travel, official speakers from long distances, is at the discretion of the GRG Coordinator.

Framing

The GRG has a large number of frames of various sizes, which GRG exhibitors are welcome to use free of charge - depending on availability. Please advise the GRG about your framing requirements as soon as known. Artists are expected to meet the costs of mount board and cutting.

Health and Safety

The GRG adheres to GRC Workplace Health and Safety regulations.

Insurance

The artist/exhibitor is responsible for all insurance relating to travel of work to and from the GRG. Whilst on the premises the work is covered by GRC's insurance. The insurance value you provide on the Appendix A (CSF403) is indicative only. Any valuations are ultimately at the discretion of the insurance company.

Installation

The GRG is fortunate in having a very capable and professional team of exhibition installers. Installation of exhibitions is a joint effort between this team and the exhibitor. For emerging artists this is a time of learning, and your assistance is necessary.

To assist the installation team all works **MUST** arrive on time, and have proper hanging apparatus and instructions (2 x D hooks on framed work). Artists are expected to help clean up after opening night and to return the exhibition space to its original state after demounting (fill holes, repaint etc.).

The GRG retains the right to manage all aspects of installation.

Invitations

The GRG will print all invitations in-house in consultation with the artist and corresponding exhibitions will be printed back to back. The artist may choose to design and print their own but must consult the Gallery and include the Gallery logo and call to action information. Any commercial printing costs must be borne by the artist.

Invitations are sent to a GRG mailing list, which includes GRC Councillors, Heads of Departments, local and regional cultural organisations, media, elected representatives, Friends of the Gallery (FOG) and/or target audiences. Artists can supply a list of up to 30 names for invitations to be posted by the GRG. Requirements above this will incur a fee for printing. An email suitable file will be provided for distribution.

Labels

The GRG will provide labels and any didactic panels, and sometimes vinyl lettering or title panel for exhibitions to the GRG's standards. The artist must provide accurate information.

Maintenance

The GRG will ensure the exhibition spaces are properly maintained, works hung straight and clean and tidy. If there is special attention needed e.g. fresh flowers are the responsibility of the exhibitor. Arrangements can be made with the GRG Coordinator for special attention or needs.

Music

Music is at the GRG Coordinator's discretion, and if needed, to be supplied by the artist (subject to copyright). It must not intrude on other exhibition spaces. Live music is encouraged especially for opening nights/weekends.

Official Opening*

** Current for 2016/2017 financial year. All prices include GST.*

All exhibitors* must contribute towards the catering for their official opening with payment made to the Gallery prior to the opening night as follows:

- For individual/solo exhibitors, \$50
- For two exhibitors, \$80
- Group exhibitions with three or more exhibitors, \$120.

As openings are generally run by one staff member and a few volunteers, artists are expected to help clean up after the official opening. The FOG, who runs a cash bar, will supply the beverages.

Wherever possible, all openings will take place at the same time, unless negotiated with GRG Coordinator. It is up to the exhibitor/s to find a guest speaker if needed. You may consider alternative times for your opening function (weekday, morning or afternoon).

Price Lists/ Sale of Artworks

Please provide us with your selling price on the List of Works, Appendix A (CSF403). All works for sale will have 25% commission applied then 10% GST applied to the commission component. The final selling price may be rounded to the nearest \$5. The GRG will type up and photocopy any price lists.

Payment to artists will be within one month after exhibition closure provided all relevant paperwork has been provided by the seller including a New Creditor Details Form (CSF315) and ATO Statement by a Supplier (FSF313) if applicable.

Promotion/Publicity

See advertising.

Security/Supervision

There is no guarantee of sustained supervision of any one space in the GRG, although all care is taken and CCTV is in place.

If you wish to supervise your exhibition and promote your work to visitors, please advise GRG staff of your plans.

Storage

Exhibitors must remove all works and packaging materials by the date indicated on the Exhibition Agreement unless by prior arrangement with the GRG Coordinator. Any unclaimed works that remain at the GRG for more than two months will be disposed of at the discretion of the GRG.

Use of Equipment

Permission must be gained for use of GRG tools and equipment. Exhibitors own tools and equipment must be clearly marked and the GRG will not be responsible for loss or damage to exhibitor's equipment.

Gympie Regional Gallery Exhibition Program Handbook



Ground Floor Plan



Gympie Regional Gallery Exhibition Program Handbook



First Floor Plan

LEGEND	
3600	Length of exhibition wall space in millimetres
3600	Length of temporary exhibition wall space
1800x3000h	Approximate size of access door openings

