



## **TWEED REGIONAL GALLERY**

& MARGARET OLLEY ART CENTRE | MURWILLUMBAH



### Community Access Exhibitions Program **Guidelines for local artists submitting a proposal to exhibit at Tweed Regional Gallery**

2017 - 2020

**THIS PAGE IS BLANK**

## Community Access Exhibitions Program (CAEP)

### Guidelines for local artists submitting a proposal to exhibit at Tweed Regional Gallery.

The aim of the **Community Access Exhibitions Program (CAEP)** is to provide local artists with a professional venue for exhibitions of new work that promote their careers and endeavours within the local community and beyond.

Applicants must be a resident of Tweed, Kyogle, Lismore, Byron, Ballina, Scenic Rim or Gold Coast City shires. In the case of group shows at least half the applicants must satisfy the residential requirement.

Exhibition spaces available under the CAEP are the Macnaughton Focus Gallery and The Boyd Gallery.

The exhibition lead time (the period from exhibition offer to exhibition opening date) for these two gallery spaces vary.

All proposals submitted under the CAEP will be considered by the Gallery's Exhibitions Committee according to the timelines set out in the table below.

The number of exhibition slots available each year will vary according to the Gallery's major exhibition calendar.

The Gallery reserves the right to schedule exhibitions and/or amend the CAEP guidelines as they see fit.

### When to apply?

Applicants should carefully consider their ability to deliver a body of finished work and their availability to participate in the organisation of an exhibition scheduled within the Exhibition Dates range allocated to each round of submitted proposals. Exhibition proposals under the CAEP must be submitted for consideration by the Exhibitions Committee by the Closing Dates published below. Late proposals will not be considered.

CLOSING DATE for proposals	ADVICE DATE from Gallery	THE BOYD GALLERY Exhibition Dates (allocation period)	THE MACNAUGHTON FOCUS GALLERY Exhibition Dates (allocation period)
<b>31 October 2016</b>	early Dec 2016	December 2017 – May 2018	June 2017 – December 2017
<b>30 April 2017</b>	early June 2017	June 2018 - November 2018	January 2018 – May 2018
<b>31 October 2017</b>	early Dec 2017	December 2018 – May 2019	June 2018 – December 2018
<b>30 April 2018</b>	early June 2018	June 2019 - November 2019	January 2019 – May 2019
<b>31 October 2018</b>	early Dec 2018	December 2019 – May 2020	June 2019 – December 2019
<b>30 April 2019</b>	early June 2019	June 2020 - November 2020	January 2020 – May 2020
<b>31 October 2019</b>	early Dec 2019	December 2020 – May 2021	June 2020 – December 2020
<b>30 April 2020</b>	early June 2020	June 2021 - November 2021	January 2021 – May 2021
<b>31 October 2020</b>	early Dec 2020	December 2021 – May 2022	June 2021 – December 2021

## How to apply?

**The Exhibitions Committee will consider all applications received by the due date.**

Applicants will be advised in writing as to the outcome of their proposal. Proposal materials will be returned to unsuccessful applicants or retained for inclusion on the Gallery's Artist Database. The Gallery requires that successful proposals be retained for archival purposes, however other supporting material may be returned.

The decision of the Exhibitions Committee is final and no correspondence will be entered into.

**Proposals must meet the following criteria:**

Applicant/s are resident of Tweed, Kyogle, Lismore, Byron, Ballina, Scenic Rim or Gold Coast City. In the case of a group show at least half the applicants must satisfy this residential requirement.

**Exhibition proposals must include the following material:**

- An outline or rationale of the proposed exhibition, limited to two A4 pages.
- Between 4 – 8 high resolution images of recent work by each artist (digital images are preferred). Images must be clearly identified with the artist's name, medium, dimensions in centimetres (height x width x depth) and an indication of correct orientation. Poor quality images will seriously hinder the evaluation of your work.
- Due to the short lead time, applications for the Macnaughton Focus Gallery must include at least 4 images of works to be included in the proposed exhibition.
- A 1 page Curriculum Vitae (resume).
- Application overview – see two page document included in these guidelines
- Relevant support material if available eg: catalogues from previous exhibitions.
- Artists must be registered on the Gallery's Artists Database for consideration. Please supply a current Artists Database form with your application. These forms are available at [artgallery.tweed.nsw.gov.au](http://artgallery.tweed.nsw.gov.au) or by contacting the Gallery on (02) 6670 2790.

**Selection is based on:**

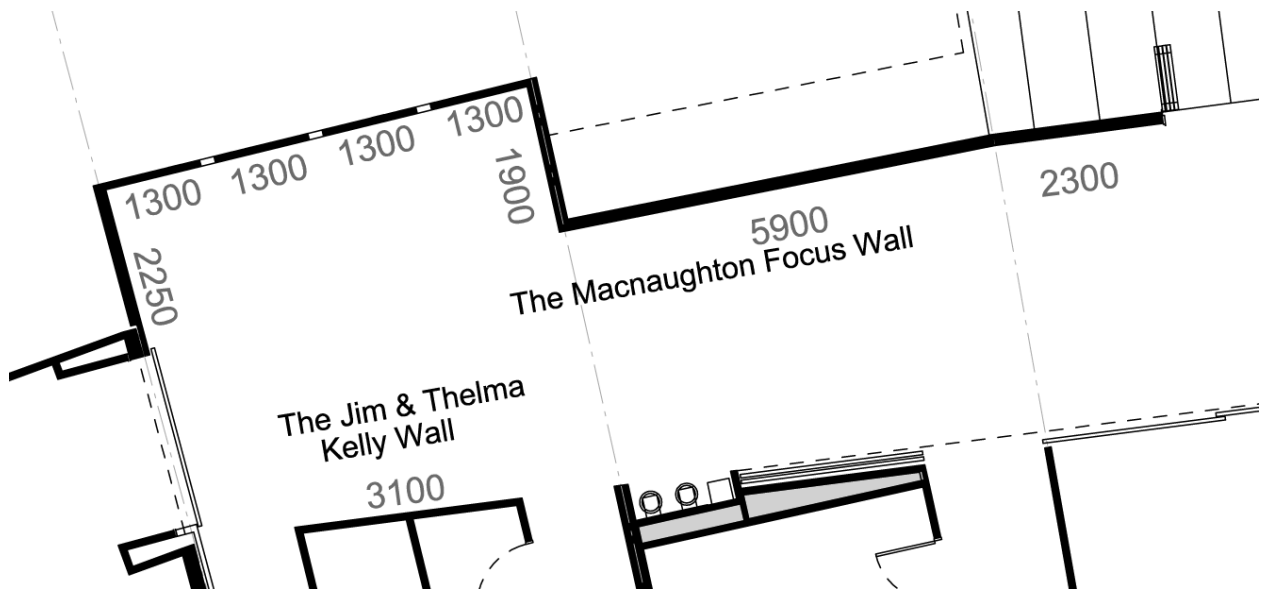
- cohesive exhibition content and rationale;
- a high level of aesthetic value and understanding;
- time frames and availability;
- relevance to exhibitions in adjoining gallery spaces;
- demonstrated experience in the development and implementation of an exhibition; and
- demonstrated ability to communicate effectively.

**The Gallery receives many requests for inclusion in the exhibitions program. Please remember that to be considered you must submit all the relevant information and supporting documentation by the due date.**

## The Macnaughton Focus Gallery and Kelly Wall

### Approximately 17 running metres

Exhibitions in the Macnaughton Focus Gallery and adjacent areas are scheduled with a shorter lead-time, approximately 6 to 12 months. The Gallery recognises that the nature of exhibition programming, which requires detailed planning, often means issues of significance cannot be addressed concurrently. This program allows artists to show new work and use the Gallery as a forum to respond to current issues and events.

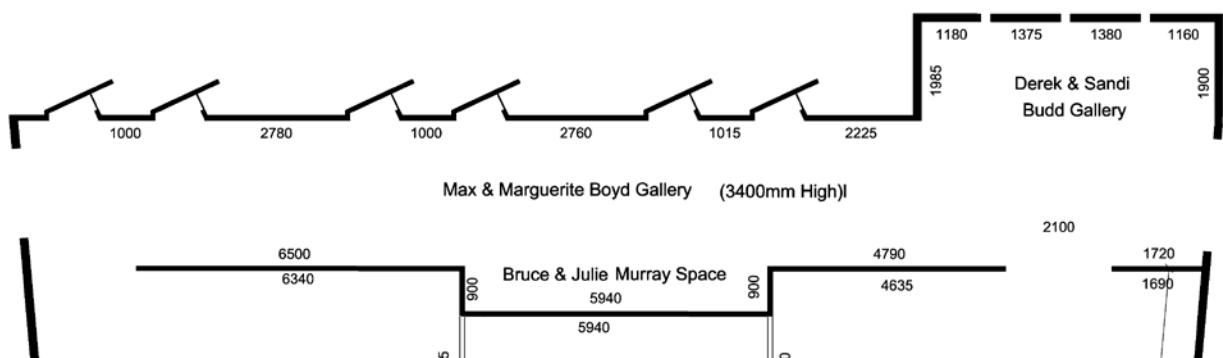


## The Boyd Gallery

### Approximately 36 running metres

Proposals for The Boyd Gallery will be accepted for solo or group exhibitions with a bias toward group shows and/or solo exhibitions by more experienced artists. With a lead time of 12 to 18 months, the exhibition schedule for The Boyd Gallery includes a mix of exhibitions that complement those in the adjoining galleries. These will include exhibitions chosen from submissions submitted under the CAEP, touring exhibitions, art prizes, and exhibitions curated by outside agencies and Gallery staff.

The Boyd Gallery also includes the smaller spaces labelled “Derek & Sandi Budd Gallery” and “Bruce & Julie Murray Space” in the floorplan below.



## General Information

All artists are strongly encouraged to submit images of their work and a current CV for registration on the Gallery's Artist Database, and to consider becoming a Friend of the Gallery in order to regularly receive newsletters, program updates and invitations to exhibitions. Contact the Gallery for further details.

- To assist in the production and professional presentation of artwork, artists selected for exhibition under the Community Access Exhibitions Program (CAEP) will receive an artist fee of \$500 for exhibitions in the Macnaughton Focus Gallery, and \$1,000 for exhibitions in The Boyd Gallery. The Gallery does not charge for the use of exhibition space, equipment, staff time or exhibition promotion (which includes the preparation and production of exhibition related documents).
- The roles and responsibilities of Gallery staff and artists will be clearly outlined to successful applicants in the Gallery's standard *Exhibition Agreement*. Successful applicants will be required to complete relevant sections and sign an *Exhibition Agreement* before their exhibition is confirmed. Failure to meet the obligations and timelines outlined in the Exhibition Agreement may result in the exhibition being cancelled.
- Successful applicants will be responsible for undertaking significant tasks in the exhibition planning and set up stages of the exhibition, as detailed in a timeline devised by Gallery staff. This will include: delivery and collection of artwork, participation in the installation and demount of the exhibition under the supervision of Gallery staff; and the provision of clear and concise information and high quality digital images to Gallery staff (who will prepare and produce exhibition invitations, floorsheets and wall labels).
- Artworks for exhibition must be delivered finished and ready for display. In certain circumstances the Gallery may agree to the use of its stock frames to exhibit suitably mounted two-dimensional works. The Gallery will provide stock plinths as available to display three-dimensional work. Exhibits must not damage the Gallery space in any way or cause danger to the public or other exhibits. Exhibits must be hung using the Gallery's hanging system. No drilling or alterations are allowed without prior permission and staff supervision.
- Successful proposals for exhibitions at Tweed Regional Gallery preclude artists from showing the same works within 100km of the Gallery in the 12 month period prior to their exhibition at Tweed Regional Gallery.
- Successful applicants may have the opportunity to present a public program during the course of the exhibition. This is a useful professional development tool and can help to create interest in your exhibition and your artistic practice. Applicants who are interested in presenting a public program should indicate this in their application and outline the type of program they are considering. Examples of the most common types of programs are artist demonstration days, exhibition floor talks or workshops but please do not be limited to these if you have an idea for something different.
- Should your application for exhibition be successful your public program ideas must be discussed with the Gallery's Curator - Public Programs. If a program opportunity is considered feasible you will be required to submit a brief outline of your program idea, preferred time/date, equipment required, materials, staffing and financial considerations etc. All programs are subject to approval by the Gallery Director in association with the Curator - Public Programs. The Gallery will offer a small fee dependant on the type and length of the program. Please note that due to the comprehensive exhibition program and associated public programs, it may not be possible to accommodate your request to present a public program.
- Please note that the Gallery uses PC systems (not Macintosh).

## Application for an exhibition at the Tweed Regional Gallery (page 1 of 2)

Please tick the venue and program you are applying for:

- ☐ The Boyd Gallery  
☐ The Macnaughton Focus Gallery and Kelly Wall

Preferred month and year of exhibition

Please circle your residential shire or city council area

Tweed Kyogle Lismore Byron Ballina Scenic Rim Gold Coast City

In the case of group exhibitions please nominate a **Contact Person** to fill in and sign this application:

Artist Name /  
Contact Person

Postal address:

Telephone

Mobile

Email

How frequently do you check your email?

Additional artists names and addresses (in case of group proposal)

2.

3.

4.

Title of proposed  
exhibition

Brief outline of  
proposed exhibition  
(in addition to 1  
page rationale)

Are you interested in presenting a public program? (please tick)

☐ YES

☐ NO

If so, briefly indicate  
what type of  
program you are  
considering?

Please indicate below if all required information is included in your proposal:

- ☐ Please attach exhibition outline or rationale (maximum two A4 pages) and a CV (resume)  
☐ Please attach digital images as detailed overleaf  
☐ Please attach a completed Artist Database form (available from the Gallery website)

For applications for the Macnaughton Focus Gallery at least 4 of the 8 images must be of works to be included in the proposed exhibition and should be clearly marked as such. All images must be identified with artist name and title.

**Fill out the image list below.** A separate list must be attached for each artist in a group proposal.

<b>Artist Name</b>					
		<b>Title</b>	<b>Medium</b>	<b>Size (cm) HxWxD</b>	<b>Date of completion</b>
<input type="checkbox"/>	Image 1				
<input type="checkbox"/>	Image 2				
<input type="checkbox"/>	Image 3				
<input type="checkbox"/>	Image 4				
<input type="checkbox"/>	Image 5				
<input type="checkbox"/>	Image 6				
<input type="checkbox"/>	Image 7				
<input type="checkbox"/>	Image 8				

Approximate total number of works for exhibition

Medium

Finished Sizes (eg: framed sizes)

In what year was the work proposed for exhibition started  and completed

Have the works proposed for exhibition been displayed in any venue previously? ☐ YES ☐ NO

If so please indicate where and when

Do you propose the exhibited works be available for sale? ☐ YES ☐ NO

**Please tick the following as applicable:**

☐ I am a student: course name, institution

☐ I am a practicing artist with an ABN registered practice. ABN:

☐ I am a practicing artist without an ABN registered practice.

☐ I am a practicing artist who is registered for GST.

☐ I declare the information provided is correct and that the artworks depicted in the images supplied are the original work of the artist(s) named.

Signed  Date

PLEASE FORWARD BY POST TO: Exhibitions Curator, Tweed Regional Gallery, PO Box 816 MURWILLUMBAH NSW 2484  
OR email: [tweedart@tweed.nsw.gov.au](mailto:tweedart@tweed.nsw.gov.au)



**THIS PAGE IS BLANK**



## **TWEED REGIONAL GALLERY**

& MARGARET OLLEY ART CENTRE | MURWILLUMBAH

### **A TWEED SHIRE COUNCIL COMMUNITY FACILITY**

PO Box 816 (2 Mistral Road) Murwillumbah South NSW 2484

P: 02 6670 2790 F: 02 6670 2797 E: [tweedart@tweed.nsw.gov.au](mailto:tweedart@tweed.nsw.gov.au)

W: [artgallery.tweed.nsw.gov.au](http://artgallery.tweed.nsw.gov.au)

Open 10am - 5pm (DST) Wednesday to Sunday - Free admission.