

EXHIBITION EXPRESSIONS OF INTEREST

Manningham Gallery Program 2010

Manningham Gallery is calling for expressions of interest from artists, curators and organisations wishing to exhibit as part of the 2010- 2011 program.

Applications will be accepted up until 25 August 2009.

1. MANNINGHAMGALLERY

Manningham Gallery is the City of Manningham's major contemporary arts venue. The exhibition program encompasses a broad range of contemporary visual arts practice including painting, sculpture, ceramics, printmaking, drawing, photography, furniture, video, installation and multi-media artworks.

The Gallery is situated prominently at the front of the Manningham Council Offices in Doncaster (12kms or 15 minutes from Melbourne's CBD via the Eastern Freeway, Melway Ref: 33, F12). There is ample car parking for visitors and signage marks the location clearly. The Gallery is easily accessible, including wheelchair access, and is handy to public transport. Admission to the Gallery is free.

GALLERY HOURS:

Tuesday to Friday 11am – 5pm

Saturday 2 – 5pm

Public holidays closed

2. GALLERYSTAFF

Greg Cleave, Cultural Programs Co-ordinator

Megan McEvoy, Gallery Curator

Jo Herbig, Cultural Programs Officer

2.1. MANNINGHAMGALLERYOBJECTIVES

The objectives of the Gallery are to:

- Encourage the development of a cultural identity of the City of Manningham through the operation of the Manningham Gallery
- Encourage and support the continuing development of a sense of community through an ongoing program of community events, programs and activities
- Develop and provide a program of professional and community exhibitions
- Plan, develop and manage the Gallery within policies and directions as formulated by Manningham Council Work with Council's Cultural and Leisure Services Unit to develop a comprehensive and integrated cultural program for the City of Manningham.



EXHIBITION EXPRESSIONS OF INTEREST

Manningham Gallery Program 2010

3. HIRE OF THE GALLERY INCLUDES

- Professional assistance for your exhibition development and design
- The Gallery will work with exhibitors to develop public programs to complement and expand the potential audience for each exhibition
- Marketing of the exhibition and programs
- Installation, lighting advice and the use of standard installation equipment
- Exhibition labels
- Fulltime staff located in the Gallery at all times
- Administration of artwork sales
- The following equipment is also available at no additional cost:
 - TV/video/DVD/data projector
 - Sound system with microphone/recording options
 - Variety of plinths for display purposes

4. OPENING NIGHT LAUNCH

Exhibition openings are held and catering costs are met by the exhibitor. The Gallery has commercial kitchen facilities and a variety of catering packages are available, tailored to your individual needs. Gallery staff are available to discuss these options.

5. MARKETING

The Gallery provides exhibitors with:

- Professional advice on the marketing of your exhibition
- Standard DL-size invitations and mail-out to 600 organisations, media, VIPs and Manningham Gallery subscribers
- 400 extra invitations for the exhibitor's own distribution
- Electronic version of invitation for email and web use
- Professional media release development and distribution
- Line listing in Art Almanac/Art Gallery Guide
- Free public listings in a variety of media (eg web sites, radio, newspapers)
- Inclusion of exhibition details on Council's website



EXHIBITION EXPRESSIONS OF INTEREST

Manningham Gallery Program 2010

6. INSTALLATION

The Gallery is keen to limit down time therefore hirers are required to adhere to strict schedules for installing and dismantling exhibitions. Times will be agreed upon with Gallery staff.

7. EXHIBITOR RESPONSIBILITIES

Public program activities must form part of your exhibition program and will be developed in conjunction with Gallery staff.

Exhibitors are also responsible for:

- Providing CV/artists statement and label information
- Providing information for a media release to be developed in conjunction with Gallery staff
- Providing digital images suitable for publicity and or reproduction
- Installation of exhibition in association with Gallery staff
- Assisting staff on the Gallery reception desk on Saturdays from 2pm to 5pm
- Catalogue production
- Public liability insurance with certificate of currency (Gallery can advise of available options)
- Personal accident cover

8. GALLERY RESPONSIBILITIES

The Manningham Gallery has certain responsibilities as a public art gallery. These include:

- Full time staff present in the gallery at all times to directly service gallery visitor questions and needs
- The Gallery and its full time staff are responsible for the overall safety and security of the Gallery and associated back-of-house areas
- The Gallery operates a volunteer program however volunteers are not paid staff and therefore have no accountability in regard to the safety and security of the Gallery

9. EXHIBITION SELECTION PROCESS

Manningham Gallery makes an annual call for expressions of interest from artists, curators or organisations that wish to hire the Gallery space for exhibitions or events. The Gallery's program is usually established a year in advance. Priority is given to:

- Proposals that are conceptually sound
- Proposals that demonstrate an innovative approach or medium
- Exhibitions presenting a coherent body of work
- Work that is professionally presented
- Work that demonstrates a high level of technical competency

EXHIBITION EXPRESSIONS OF INTEREST

Manningham Gallery Program 2010

Of particular interest to Council is work that deals with issues concerning the relationship between art/culture and the environment.

Those interested in submitting an Expressions of Interest, and wishing to discuss their proposal with Gallery staff, may call Monday to Friday 9am – 5pm.

Applications will be accepted up until 25 August 2009.

All applications must be typed. Faxed or emailed Expressions of Interest will not be accepted.

SELECTION PANEL

A panel will assess applications based on the criteria as above and will consist of the following:

- A Councillor
- A representative of Heide Museum of Modern Art
- An established, local artist
- Gallery staff
- Council's Co-ordinator Community & Cultural Development

10. HOWTOAPPLY

Information regarding the proposal structure is attached. Further copies can be obtained from the Manningham Council website www.manningham.vic.gov.au

Those seeking funds to assist in the development of their proposal may consult with Gallery staff regarding Council funding opportunities and other arts funding sources.

To check whether you are eligible to apply for a grant from Manningham's Community Development Grant Program please call Council's Community Development Officer on 9840 9305.

11. HIREFEES

The Gallery is available for hire for a minimum period of three (3) weeks.

Local Artists/Not-for-profit Organisations or Groups: \$500pw (+GST)

All others: \$800pw (+ GST)

A deposit of \$100 is payable upon confirmation of your hire application.

A cancellation fee will apply if your exhibition is cancelled within three (3) months of the scheduled date.

Payment for Gallery hire is required six (6) weeks prior to the scheduled date of your exhibition.

12. EXHIBITIONSALES

The Gallery will deduct the following from all exhibition sales:

- 20% commission to Manningham Gallery
- GST – 10% on the commission amount

EXHIBITION EXPRESSIONS OF INTEREST

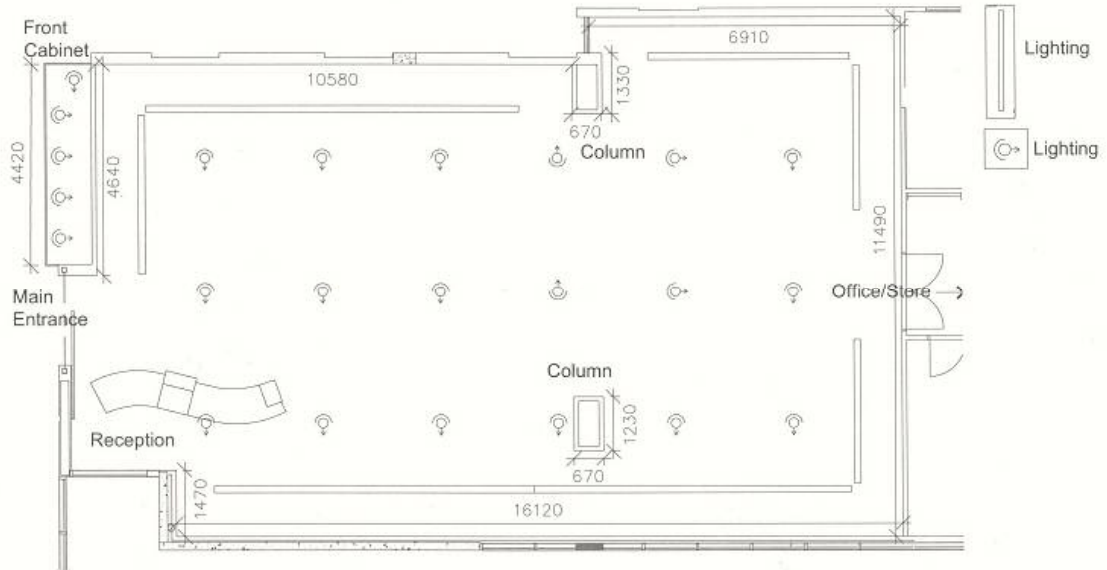
Manningham Gallery Program 2010

13. NEXTSTEPS

- All applicants will be notified by mail
- A formal agreement will then be developed between the hirer and the Manningham Gallery.

14. GALLERY SPECIFICATIONS

- Ceiling height varies between 2700mm and 3900mm
- 1800 x 1050mm or 189 sq m of floorspace
- 61 lineal metres of wall hanging space
- Front display case at Gallery entrance – 4420 x 800 x 2600mm
- 3 track tungsten lighting system, fitted with dimmer switches
- Polished bamboo floors
- Flexible hanging system, plaster walls
- Multiple power points, 3 phase power
- Rear loading dock
- Monitored security system



EXHIBITION EXPRESSIONS OF INTEREST

Manningham Gallery Program 2010

All proposals must be typed and clearly address the following points:

15. CONTACTDETAILS

1. Name of individual/organisation/group (include on all pages of your proposal) If group - nominated contact person and position
2. Address of applicant
3. Telephone, fax, email, website address

16. ARTWORKDETAILS

4. Description of Work (including media, content, key themes or ideas explored)
5. If there is more than one artist please detail how the works relate and how they will be displayed together.
6. Provide images of work to be exhibited or examples of other work indicative of the style and standard of work proposed (a full list of works to be displayed will be required)

17. EXHIBITIONDETAILS

7. How do you intend to display work?
8. Do you have ideas for public program activities? (floor talk, lectures, workshop) Please detail.
9. Nominate your preferred exhibition dates (3 week block).
10. Is the exhibition related to a particular cultural event, community celebration or milestone? eg. Manningsham's Healthy Lifestyle Week (February), Cultural Diversity Week (March), Reconciliation Week (May), Mental Health Week (October).
11. Is your body of work complete, being developed or dependent on funding? Please detail.
12. Who do you see as the target audience for your exhibition?
13. In addition to the Gallery's marketing of your exhibition how do you propose to market it?
14. Please provide details of your insurances.
15. Do you have someone in mind to open your exhibition? Please detail.

Applications will be accepted up until 25 August 2009.

