



Applying to Exhibit at The

Bundaberg Regional Art Gallery



Exhibition Handbook - 2009 Edition

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1. How to Apply

- ❑ **Step 1:** Read the Bundaberg Arts Centre Exhibition Policy to ensure that the exhibition project you are proposing meets the guidelines. Note that you may only apply to exhibit in Gallery Two. Gallery One and the Vault Contemporary Art Space are by invitation only. The only exceptions are traveling exhibitions.

- ❑ **Step 2:** Fill out the Application Form and submit it with the supporting materials outlined in time for the exhibition assessment rounds. There is one round per year. Applications must be submitted by the 1st of September to be considered.

- ❑ **Step 3:** It will take approximately one month from the closing date of applications to hear news from the Exhibition Selection Panel.

2. Introduction

The Bundaberg Regional Art Gallery is a public gallery funded by the Bundaberg Regional Council. We follow policies and procedures that meet industry and local government requirements. This booklet provides interested artists and organisations with the current exhibition policy at the time of publication (June 2009), an outline of the process for applying to exhibit at the Arts Centre and an application kit.

EXHIBITION POLICY – BUNDABERG REGIONAL ART GALLERY

Revised: March 2009
Implemented: March 2009
Review Date: June 2009

POLICY STATEMENT:

The Bundaberg Regional Art Gallery (BRAG) aims to present exhibitions of local, regional, state, national and international content. Exhibitions will be selected on artistic merit and exhibition intent, curatorial concept and on community cultural development, access and equity and social justice principles. The exhibition program will cover a wide range of media and conceptual development and origin in a balanced program.

VALUE STATEMENT:

- The BRAG aims to comply with the Australia Council's Minimum Rates of Pay Schedule (as summarised in Appendix A) for Gallery One and the Vault Contemporary Art Space.

POLICY GUIDELINES:

1. GENERAL EXHIBITION PROGRAM

i. General Rules for Exhibition Program

- Artists are permitted a maximum of one solo exhibition every two years.
- The Gallery has several existing agreements with community organisations for annual and biannual exhibitions. No further annual scheduled exhibitions will be permitted in any gallery spaces. Any organisations wishing to have a biannual exhibition will need to put in a submission to the Exhibition Selection Panel.
- Exhibitions will run for 5 - 6 weeks, allowing the BRAG to exhibit approximately 8 series of exhibitions per year.
- The BRAG will pay no more than \$5,000 in total for travelling exhibitions. Larger fees will require Council approval.
- All exhibition lenders must have the legal right to loan to the Bundaberg Regional Art Gallery, the object for display.
- Except for traveling exhibitions and large scale projects, no exhibitions will be booked into the program more than 18 months in advance.
- Artists borrowing BRAG frames are responsible for the cost of providing suitable mounts.

ii. Exhibition Selection Panel

The Bundaberg Regional Art Gallery Exhibition Selection Panel will consist of the Gallery's professional staff and 6 other representatives. The Selection Panel membership will be recommended by the Manager and then recommended for Council approval by the Bundaberg Regional Art Gallery Community Consultative Committee (BRAGC3).

Non- staff Membership will consist of representation from:

- Bundaberg Regional Council Councillor (1)

- Education Sector representatives (2)
- Arts/ Crafts Community Organisation (1)
- Individual practicing artist/ craftsperson (2)

Terms of reference for the Exhibition Selection Panel in Appendix B.

iii. Artist Fees

The BRAG will pay artist fees in accordance with the Australia Council's Minimum Rates of Pay Schedule (summarised in Appendix A) for artists who are invited to exhibit at the BRAG. Artists or groups who apply to exhibit in Gallery Two will not be eligible for a payment and will not be charged a hire fee for the gallery space.

2. GALLERY ONE:

i. General description

- Gallery One has approximately 80 linear metres (200m²) of exhibition space that may be divided into two spaces depending on size of exhibition and suitability to other exhibitions.
- Exhibitions in this space are either Travelling exhibitions curated by international, national, state or regional organisations; BRAG curated exhibitions of invited artists or independently curated exhibitions at the invitation of the Exhibition Selection Panel.
- Exhibition proposals cannot be presented for this exhibition space unless invited in writing by the Gallery's Exhibitions Officer on behalf of the Exhibition Selection Panel.
- Exhibitions will be placed at the discretion of the Exhibition Selection Panel for special purposes or in the event of a cancellation.
- Curating and selection will be carried out by BRAG professional staff or an approved appointed curator.
- Gallery One may also be used for special events, presentations and performances.

ii. Selection Criteria for Gallery One

The exhibition:

- Has a clear curatorial intent
- Unless an annual/biannual scheduled exhibition (as outlined below), must not duplicate curatorial concepts that have been previously exhibited in Gallery One
- Unless a retrospective show, artworks must not have been shown at the BAC or in the Bundaberg region prior to this exhibition including local Arts Festivals and competition entries.
- Preference will be given to exhibitions that contain themes that can be developed into associated Public Programs
- Selected artist (s) has relevant capacity to meet the curatorial objectives of the proposed exhibition OR If it is a heritage-based exhibition, the displayed items must be relevant to the curatorial objectives.
- Artwork, display materials (including frames), packaging and crating must be of a high standard to prevent damage or deterioration of the artwork or injury to staff, volunteers or the public. These aspects must comply with the Bundaberg Regional Council's Workplace Health and Safety Policy.
- Gallery One artists are eligible for up to 100% of the fees suggested in Appendix A.

iii. Annual/ Biannual Scheduled Exhibitions

The following exhibitions are scheduled annually into the Bundaberg Regional Art Gallery's Exhibition Program:

- Combined Secondary Schools Exhibition (October/ November in all gallery spaces with individual selection process)

The following exhibitions are scheduled biannually into the Gallery's Exhibition Program:

- NAIDOC series (open during NAIDOC week in any gallery spaces)
- Curated elements of the Bundaberg City Collection

3. THE VAULT CONTEMPORARY ART SPACE

i. General Description

- The Vault Contemporary Art Space has 12.5 linear metres of display area.
- This space caters for contemporary, site specific installation based work.
- Exhibitions in this space are either BRAG curated exhibitions of invited artists or independently curated exhibitions at the invitation of the Exhibition Selection Panel.
- Exhibition proposals cannot be presented for this exhibition space unless invited in writing by the Gallery's Exhibitions Officer on behalf of the Exhibition Selection Panel.
- Exhibitions will be placed at the discretion of the Exhibition Selection Panel for special purposes or in the event of a cancellation.
- Vault exhibitions are eligible for 50% of the fees suggested in Appendix A.

ii. Selection Criteria for the Vault Contemporary Art Space

The exhibition:

- Has a clear curatorial intent
- Must not duplicate curatorial concepts that have been previously exhibited in the Vault Contemporary Art Space
- Artworks must not have been shown at the BRAG or in the Bundaberg region prior to this exhibition
- Preference will be given to exhibitions that contain themes that can be developed into associated Public Programs
- Selected artist (s) has relevant capacity to meet the curatorial objectives of the proposed exhibition
- Artwork, display materials (including frames), packaging and crating must be of a high standard to prevent damage or deterioration of the artwork or injury to staff, volunteers or the public. These aspects must comply with the Bundaberg Regional Council's Workplace Health and Safety requirements including policy and procedures..
- The exhibition is a site-specific installation for this space
- The exhibition shows a conscious use of the space
- The exhibition displays experimentation in the chosen media

4. GALLERY TWO

i. General Description

- Gallery Two has approximately 25 linear metres of display space and may spill over into the Stairwell display area (where artworks can be hung without use of ladders).
- Individual artists and community groups may apply to exhibit in this space by the appropriate procedures outlined in the Exhibition Handbook.
- Gallery Two is also for non-arts community-based exhibitions, promoting partnerships with local and regional community groups and organisations.
- Exhibitions will be placed at the discretion of the Exhibition Selection Panel for special purposes or in the event of a cancellation.

ii. Exhibition Selection Criteria for Gallery Two

The exhibition:

- Must have a clear curatorial concept
- Preference will be given to exhibitions that contain themes that can be developed into associated Public Programs

- Selected artist (s) has relevant capacity to meet the curatorial objectives of the proposed exhibition
- The applicant agrees to comply with the Compulsory Selection Process outlined below

NB – If the proposed exhibition complies with Gallery One or the Vault selection criteria and is deemed appropriate by the Exhibition Selection Panel, the applicant may be invited to exhibit in these spaces.

iii. Annual/ Biannual Scheduled Exhibitions

The following exhibitions are scheduled annually into the Arts Centre's Exhibition Program:

- Combined Secondary Schools Exhibition (October/ November in all gallery spaces with individual selection criteria)
- Bundaberg Region Incorporated Arts Groups, including the groups of the Childres Visual Art Group, Bundaberg Arts Society, Gin Gin Fine Arts Society (1 exhibition with first option on a second exhibition if a vacancy arises in the program)
- Bundaberg Pottery Group (1 exhibition)

The following exhibitions are scheduled biannually into the Arts Centre's Exhibition Program:

- NAIDOC series (open during NAIDOC week in any gallery spaces)
- Bundaberg Spinners and Weavers (1 exhibition)

NB – Any of these may be moved to Gallery One or the Vault as deemed appropriate by the Exhibition Selection Panel

iv. Compulsory Artwork Selection Process for Gallery Two

a. The Process

Groups and individuals that wish to participate in the Gallery's Exhibition Program must follow the Curatorial Procedure outlined below. This will form part of the Exhibition Agreement.

This procedure aims to assist groups and individuals in producing the best possible outcomes for their exhibitions.

1. Participating groups must appoint an Exhibition Coordinator. That person will deal directly with Gallery staff and be the only person to distribute and collect information about the exhibition to prevent misunderstandings. The Exhibition Coordinator will be responsible for filling out and submitting Exhibition Proposals and Agreements, for adhering to the Exhibition Program Handbook, for providing Exhibition Statements and Images for publicity purposes, for collecting and checking Artwork Identification (ID) Forms in time for submission by the due date and ensuring all work is delivered and picked up according to the Agreement.
2. **For art-based exhibitions:** The BRAG Exhibitions Officer will confirm a date and time for the delivery and collection of artworks so that the Exhibitions Officer and Coordinator can assess artworks for the exhibition. The process is as follows:
 - For group exhibitions - The Exhibition Coordinator is responsible for laying out the artworks presented for selection, allocating a number to the artwork and covering any identification of the artist. The Exhibition Coordinator will be responsible for keeping an accurate record of the number, artist's name and title of the work.
 - The Exhibitions Officer and Coordinator will then assess works impartially by identifying numbers only. Works will be selected according to the selection criteria identified below. A feedback form can be provided, on prior request, for

each artist submitting works. The feedback forms will be attached to the artwork prior to collection.

- The number of artworks submitted will be negotiated prior to the selection process between the Exhibition Coordinator and Exhibitions Officer
- No members of the group or the individual artist will be present while the selection is being made.
- The Exhibition Selection Panel's decisions are final.

b. Artwork Selection Criteria for Gallery Two Exhibitions:

- The artwork must be relevant to the Exhibition Concept submitted in the original exhibition proposal agreed to by the Exhibition Selection Panel.
- The Artwork must have been created in the current or previous year. Exceptions may be made in discussion with the Exhibitions Officer.
- The artwork must be presented in gallery standard framing including consistent neutral frame and matting. Brightly coloured frames or matt boards detract from the presentation of the overall exhibition and will not be selected. Stretched canvasses do not require a frame if stapled at the rear of the stretcher and neatly presented. Three-dimensional artworks must be safe for the artwork, staff, volunteers and the general public. These aspects must comply with the Bundaberg Regional Council's Workplace Health and Safety requirements including policy and procedures.
- The artwork must show technical competency in the medium chosen.
- The artwork cannot have been exhibited in the Bundaberg region .
- The artwork must be ready for safe hanging with D hooks.
- Late entries will not be accepted.

v. Selection Criteria For Social History Objects For Gallery Two And Access Studio

Participating groups must appoint an Exhibition Coordinator. That person will deal directly with Gallery staff and be the only person to distribute and collect information about the exhibition to prevent misunderstandings. The Exhibition Coordinator will be responsible for filling out and submitting Exhibition Proposals and Agreements, for adhering to the Exhibition Program Handbook, for providing Exhibition Statements and Images for publicity purposes, for collecting and checking ID Forms in time for submission by the due date and ensuring all work is delivered and picked up according to the Agreement.

For **social history-based exhibitions**, the Exhibition Coordinator must arrange a time for the BRAG Exhibitions Officer to inspect the proposed display items for safety and security reasons. A list of the display items must be provided to the Exhibition Selection Panel by the due date specified in the Agreement for final approval.

5. THE ACCESS STUDIO

The Access Studio is a flexible space that caters for workshops and community based exhibitions. The Access Studio may be used by community groups to display work, placed at the discretion of the BRAG staff.

6. EXHIBITION AGREEMENTS & ARTWORK IDENTIFICATION FORMS

The Bundaberg Regional Art Gallery's Venue and Loan Agreement and Artwork ID Forms (refer to Exhibition Program Handbook) will be used for all exhibitions with the exception of those that provide their own agreements, such as traveling exhibitions. The agreement should clearly state the details of exhibitions including the importance of the Artwork ID Forms being submitted on time. Should artists/organisations be in breach of this agreement, the Coordinator will have the right to review the future involvement of the artist/organisation and/or cancel the exhibition.

7. EXHIBITION PROGRAM HANDBOOK

The Exhibition Program Handbook forms part of the Agreement and must be followed by all exhibitors. If the exhibitor does not fully understand the process, Gallery staff will provide advice on the processes involved. This handbook applies to all gallery spaces.

APPENDIX A – NAVA Recommended Artist Loan Fee Schedule (updated by CPI to 2009/2010 – 2.3% CPI p.a.)

Source: National Association for the Visual Arts Ltd (2004), *The Code of Practice for the Australian Visual Art and Craft Sector 2nd edition*, Potts Pointe, NSW, p. 70

No. of Artists	Single Venue		Multi Venue Up to 6 months		Multi Venue 6 to 12 months		Multi Venue 12 to 24 months		Multi Venue 2 years and over	
	\$ Fee/ Artist	Total \$ Fee	\$ Fee/ Artist	Total \$ Fee	\$ Fee/ Artist	Total \$ Fee	\$ Fee/ Artist	Total \$ Fee	\$ Fee/ Artist	Total \$ Fee
1	\$1,450.48	\$1,450.48	\$2,835.04	\$2,835.04	\$3,625.17	\$3,625.17	\$4,351.46	\$4,351.46	\$5,801.95	\$5,801.95
2	\$724.19	\$1,450.48	\$1,450.48	\$2,835.04	\$1,812.58	\$3,627.26	\$2,168.56	\$4,351.46	\$2,900.97	\$5,801.95
3	\$483.49	\$1,450.48	\$965.93	\$2,835.04	\$1,207.69	\$3,625.17	\$1,450.48	\$4,351.46	1,933.98	\$5,801.95
4	\$363.14	\$1,453.62	\$678.14	2,835.04	\$906.28	\$3,627.26	\$1,088.39	\$4,353.56	\$1,450.48	\$5,801.95
5	\$289.88	\$1,453.62	\$569.30	\$2835.04	\$724.19	\$3,625.17	\$869.66	\$4,351.46	\$1,159.55	\$5,801.95
6	\$241.74	1,453.62	\$483.49	\$2835.04	\$603.84	\$3,629.35	\$724.19	\$4,351.46	\$1,159.55	\$5,801.95
7	\$223.95	\$1,567.69	\$445.81	\$3,057.95	\$558.84	\$3,912.96	\$670.82	\$4,696.81	\$894.77	\$6,409.98
8	\$239.07	\$1,593.85	\$397.68	\$3,116.55	\$498.13	\$3990.40	\$597.56	\$4782.63	\$798.49	\$6,386.95
9	\$193.60	\$1,740.36	\$386.16	\$3,403.30	\$483.49	4,351.46	\$579.77	\$5,222.17	\$772.33	\$6,962.55
10	\$188.37	\$1,886.88	\$377.79	\$3,689.00	\$471.98	\$4,717.74	\$566.16	\$5,660.66	\$754.54	\$7,548.60
10+ – Minimum Fee	\$177.90	\$-	\$34.52	\$-	\$443.72	\$-	\$533.72	\$-	\$711.63	\$-

APPENDIX B – Terms of Reference for Exhibition Selection Panel

- Minimum quorum for meetings is half the number of members plus one.
- In order to prevent miscommunication, members are to keep panel discussions and decisions confidential.
- Members must sign a Volunteer Agreement and Confidentiality Agreement
- Members are to declare conflict of interest if they are participating in a proposed exhibition. This member must remove themselves from the meeting for the duration of discussion about that proposed exhibition.
- If a member is absent from two consecutive meetings, the BRAGC3 and Bundaberg Regional Council reserve the right to remove that member from the committee.
- Members are to assess exhibition proposals against the relevant selection criteria without fear or favour.
- Each member has one vote. Exhibitions will be accepted by majority vote.
- Members will meet in September annually for exhibition assessment rounds. Meetings may be called for special circumstances as deemed by the Manager. Meetings may also be cancelled if the program does not require new applications.

APPENDIX C - Bundaberg City Council Workplace Health and Safety Policy

BUNDABERG REGIONAL COUNCIL

WORKPLACE HEALTH AND SAFETY POLICY STATEMENT

Bundaberg Regional Council is committed to providing a safe and healthy working environment for our employees, contractors and visitors. Council aims to achieve the highest safety standards in corporate planning and in the performance of our operations within all projects, work-sites and workplaces.

This policy applies to all employees, contractors, visitors, suppliers, volunteers, general public and others who visit our workplace.

The objectives of this Policy are to be proactive in the:-

- Reduction and/or elimination of all Workplace Health and Safety Risks,
- Promotion of the provision of the *Workplace Health and Safety Act 1995* and its associated Regulations, Codes of Practice and Standards,
- Development and promotion of strategies and practices in the areas of hazard identification, risk management and injury prevention.
- Elimination and prevention of the risk of injury, illness or death due to the workplace or workplace activities and
- Provision of adequate resources and regulatory training.

Council understands that creating and maintaining a safe and healthy working environment does not occur by chance. It is a result of careful attention to all Council's operations by those who are directly and indirectly responsible. All employees have responsibilities whether Elected Members, Chief Executive Officer, Directors, Managers, Supervisors, staff and others have an obligation and are held accountable for the health and safety of their area.

We expect, and require, all employees, contractors and visitors to our workplaces to follow safe work practices as prescribed under the Legislation and in our Policies and Procedures and that they make every effort to reduce the risk of injury to themselves and others.

In the event of employees suffering a workplace injury or illness, we will encourage and facilitate the rehabilitation of the employee.

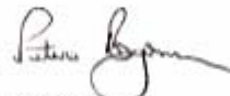
In conjunction with this policy, individual work method statements, safe work procedures, work instructions and/or Take 5 papers are to be prepared in consultation with all relevant employees and issued accordingly.

We will provide adequate resources and regular training for management, supervisors and staff to develop the appropriate knowledge and skills to be actively involved in the review and continual improvement of WHS in the performance of their duties. We expect, and require our employees to properly utilise these resources and to put into practice the training that is provided.

Bundaberg Regional Council's goal of achieving best practices in WHS is important and can only be achieved through staff working cooperatively, collaboratively and pro-actively. We encourage, and require, you to actively participate so that together, we can achieve this goal. Not only will this ensure a safe and healthy work environment, it will improve Bundaberg Regional Council's ability to provide quality services to its constituents and visitors to the Bundaberg Region.



(Cr Lorraine Pyefinch)
Mayor of Bundaberg Regional Council



(Peter Byrne)
Chief Executive Officer

3. Exhibition Resources

Read the following to find out about your entitlements, what resources are available and your obligations.

Resource	Details
Artist Talk	Each artist or organisation exhibiting at the Gallery is obliged to provide a free to the public artist's talk as per your exhibition agreement. An organisation is only required to have one member present for the public to speak to about the exhibition. These talks are usually informal and are attended by the general public.
Arts Bundaberg	Each exhibition is publicised in our <i>Arts Bundaberg</i> magazine if information is supplied by the artist/ organisation by the due dates in the exhibition agreement.
Fees	Fees are payable to artists in accordance with the policy for exhibitions in Gallery One and the Vault Contemporary Artspace Only. Gallery Two artists and organisations are encouraged to apply to the Regional Arts Development Fund for assistance. NB - We do not charge venue hire fees for exhibitions in any space.
Frames	The Gallery has a number of frames which can be used by exhibiting artists and groups. Note that we do not pay for or organise for matt boards for use in these frames.
Invitations	The Gallery provides one generic invitation for each series of exhibition openings. This includes the data and time of the opening, title, artist's name and opening speaker details if provided in time. Any artist or organisation wanting to have their own invitation will have to pay for the printing costs. These invitations will still be distributed through our normal mailout system.
Media Releases	All media is developed by our Marketing Officer. We send these media releases to local, state and national media sources, but we cannot guarantee coverage.
Opening nights	Exhibition official opening evenings are held on the first Wednesday night of the exhibition period (unless public holidays interfere) from 6-8pm. The Gallery provides light refreshments and entertainment for the public. Official speeches commence at 6.30pm.
Plinths	A limited supply of white plinths are available for display purposes. It is best to find out what is suitable for your artwork prior to the installation date.
Price Lists	The Gallery produces price lists for each exhibition where artworks are for sale.
Public Programs	The Gallery endeavors to provide the public with interpretation activities associated with exhibitions that encourage audiences to engage with the artwork. These can only be developed where themes are strongly developed within an exhibition. School and family-based activities in particular are a focus of our programs. It is a good idea to consider this when developing your proposal.
Staff Contact	Bianca Acimovic, Exhibitions Officer, Ph: 07 4130 4750 email bragexhibitions@bundaberg.qld.gov.au
Tours	The Gallery provides tours of all exhibitions to groups and schools that book with our Public Programs Officer during work hours.
Wall Panels	The Gallery produces wall panels (didactics) for each artwork and a general exhibition statement which are displayed in the exhibition.
Website	The Bundaberg Regional Art Gallery has a webpage that can be found at www.brag-brc.org.au

	This site is updated regularly with information about current exhibitions.
Workshops	Artists are encouraged to submit ideas for workshops during the course of their exhibition. A set fee of \$32/ hour is paid for workshops that are accepted by the Gallery. Please note that the workshop schedule does need to cater for Artists in Residence and Flying Arts which have precedence.

4. Application Form

BUNDABERG REGIONAL ART GALLERY Exhibition Application Form



Applicant

Name of Exhibitor/s

.....

Address

.....

.....

Postal Address (if different)

.....

.....

Daytime Telephone Contact

After Hours Telephone Contact

.....

Mobile Contact

Facsimile

.....

Email

.....

Contact person (for organisations)

Name.....Position.....

Exhibition

Working title of project/exhibition

.....

Summary of

project/exhibition.....

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Preferred dates (see Exhibitions officer for availability prior to application)

.....



Attachments

The following documents must be attached to complete this form:

- Exhibition/project rationale (1 x A4 page only). This must provide detail of the intent of your exhibition.
- Resume or information on organisation (1 x A4 page only)
- Maximum of 10 digital images (please provide all appropriate details with images including Artist, title, date, medium and dimensions). The preferred quality is 300dpi at standard photograph size. **These should be submitted on CD.** Slides will not be accepted. Photographs may be accepted with prior approval.

DO NOT SEND ORIGINAL ARTWORK WITH APPLICATION

I/we have read the Bundaberg Regional Art Gallery Exhibition Program Handbook and understand and accept the conditions of exhibiting at the Bundaberg Regional Art Gallery.

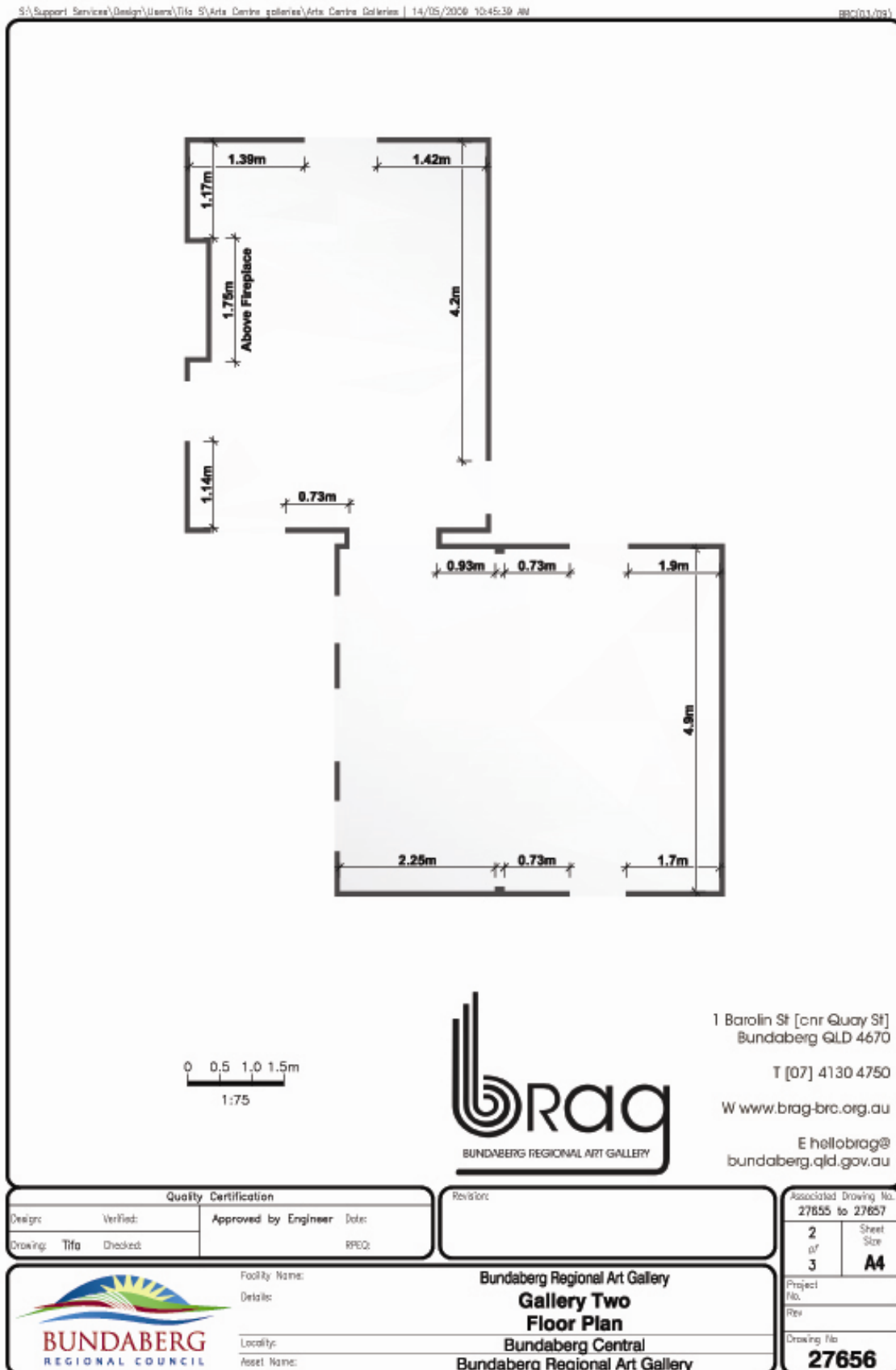
Exhibitor's Name (Printed):

.....
Exhibitor's Signature

.....
Date

5. Floor Plans

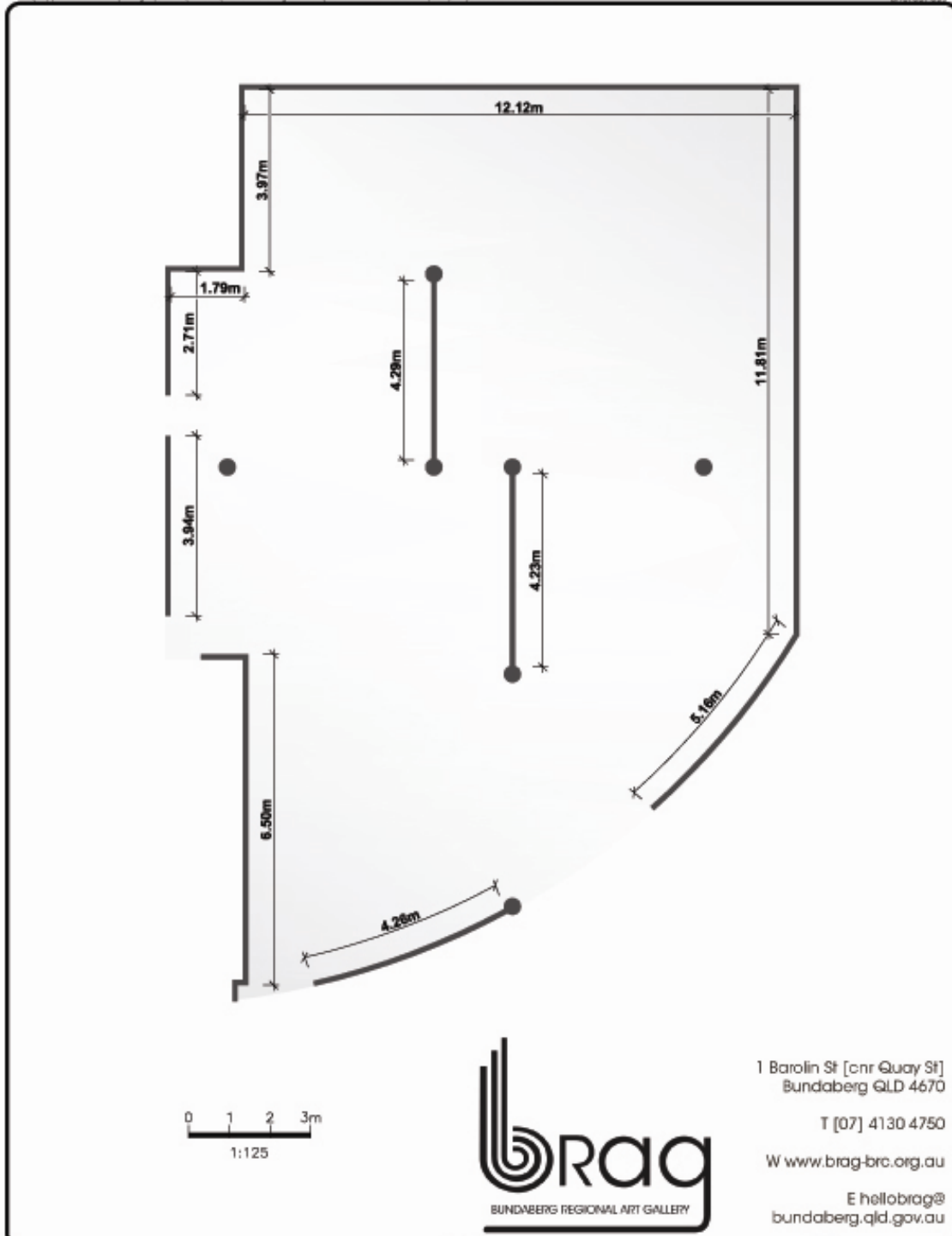
GALLERY TWO



GALLERY ONE

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BRG(01/09)



1 Barolin St [cnr Quay St]
Bundaberg QLD 4670

T [07] 4130 4750

W www.brag-brc.org.au

E hellobrag@bundaberg.qld.gov.au

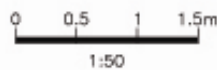
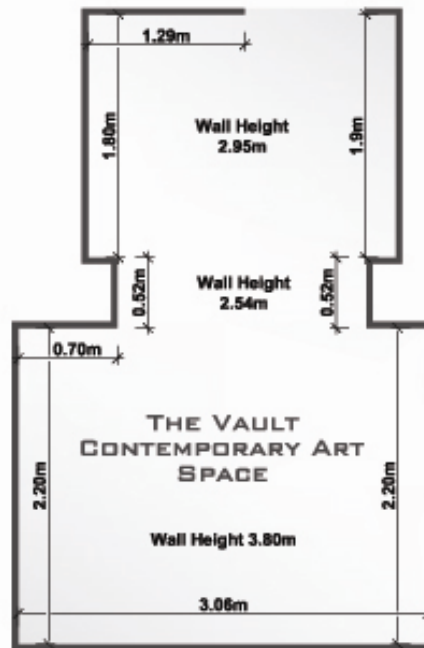


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THE VAULT

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1 Barolin St [cnr Quay St]
Bundaberg QLD 4670

T [07] 4130 4750

W www.brag-brc.org.au

E hellobrag@bundaberg.qld.gov.au

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