

Exhibition Handbook

Childers Art Space



introduction

Childers Art Space (CHARTS) is a volunteer operated community art space. It has a proud history of supporting local artists and arts groups, as well as exhibiting exhibitions from across Australia and overseas. Located on the Bruce Highway, CHARTS receives high visitations annually and is an important cultural hub for the community of Childers. Bundaberg Regional Council subsidises and supports the operation of the gallery, through the provision of staff on a part time and advisory level. Bundaberg Regional Art Gallery (BRAG) is responsible for delivering a professional and varied exhibition schedule, for promoting the gallery and its exhibitions, as well as maintaining and managing the gallery space.

CHARTS is located upstairs in the Palace Memorial Building. The building houses the Palace Backpackers Memorial Wall. The memorial is located within the gallery's exhibition space. As a building of national and international significance the building is heritage listed. Due to this listing CHARTS must adhere to guidelines and restrictions governing the use of the building. To respect these guidelines BRAG asks artists and groups to carefully read this handbook when considering exhibiting at CHARTS.

Contact Details:

Childers Art Space
Palace Memorial Building
72 Churchill Street
Childers QLD 4660

(07) 4130 4876

Childers.ArtGallery@bundaberg.qld.gov.au

Opening Hours:

9am – 4 pm Monday to Friday
9am – 3pm Saturday to Sunday
Closed on some public holidays

Facilities:

Toilets
Disabled Access
Free Admission

This booklet provides interested artists and organisations with the current exhibition policy at the time of publication (updated Nov 2011), an outline of the process for applying to exhibit at CHARTS and an application kit.

how to apply

Step 1:

Read the CHARTS Exhibition Policy (page 4) to ensure that the exhibition project you are proposing meets the guidelines.

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 30th of June to be considered.

Step 3:

It will take approximately one month from the closing date of applications to hear of the outcome from the Exhibition Selection Panel.

**EXHIBITION POLICY –
Childers Art Space**

Revised: November 2011
Implemented: November 2011
Review Date: August 2012

POLICY STATEMENT:

Childers Art Space (CHARTS) 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.

POLICY GUIDELINES:

1. GENERAL EXHIBITION PROGRAM

i. General Rules for Exhibition Program

- Artists are permitted a maximum of one solo exhibition every two years.
- Exhibitions will run for 4 - 10 weeks, allowing CHARTS to exhibit approximately 6 series of exhibitions per year.
- All exhibition lenders must have the legal right to loan to CHARTS 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.
- Frames are available for borrowing from BRAG. Artists are responsible for the cost of providing suitable mounts. For more information regarding the loan of frames please contact the exhibitions officer at BRAG (07 4130 4750 or bragexhibitions@bundaberg.qld.gov.au).
- Artists are responsible for organising the transport of artworks to and from the gallery. Delivery dates and times are to be negotiated with the BRAG Exhibitions Officer.

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

Terms of reference for the Exhibition Selection Panel is in Appendix A.

iii. Artist Fees

CHARTS is a cost neutral space. Artists or groups who apply to exhibit in CHARTS will not receive payment for exhibiting, however artists and groups will not be charged a hire fee for the gallery space. Artists and organisations are encouraged to apply to the Regional Arts Development Fund for assistance. For more information on the fund please contact Bundaberg Regional Council's Manager for Cultural Services, Andrew Gill on (07) 4130 4753 or Andrew.Gill@bundaberg.qld.gov.au.

Artists are permitted to place their works for sale to the public, both within their exhibition and on application to the gift shop. CHARTS charges 25% commission on all sales.

2. CHARTS EXHIBITION SPACE:

i. General description

- CHARTS exhibition space consists of 32.4 linear meters of permanent wall space, with polished timber floor boards. A hanging system is in place, and hanging wire and hooks are supplied. Artists can not affix artworks directly to the walls with hooks or screws, due to the building's heritage listing. There are also 4 movable walls, they are 1810mm wide, 2290mm high and 725mm deep. The gallery also has a selection of plinths available for artists to use. For details regarding available plinths please contact BRAG's Exhibition Officer, (07) 4130 4750, bragexhibitions@bundaberg.qld.gov.au. Under no circumstance can artists place any item in front of the Memorial Wall. The gallery also opens out on to a wide verandah, with great views of the Childers main street, and is an ideal space for functions and opening events.
- Curating and selection of artwork will be carried out by BRAG professional staff.

- CHARTS Exhibition Space may also be used for special events, presentations and performances. Contact the CHARTS Administration for details 07 4130 4876.

ii. Selection Criteria for CHARTS Exhibition Space

The exhibition:

- Must have a clear curatorial intent
- Must not duplicate curatorial concepts that have been previously exhibited in CHARTS.
- Unless a retrospective show, or an artwork from the BRAG Collection, artworks must not have been shown at CHARTS or in the Bundaberg region, five years prior to this exhibition, including local Arts Festivals and competition entries.
- 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 (page 10).
- The artwork must be presented in gallery standard framing including consistent neutral frame and matting (unless prior approval has been made by the Exhibitions Officer). 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 must be ready for safe hanging with D hooks.
- CHARTS may not be able to select artworks due to the heritage listed status of the Palace Memorial Building. These limitations may apply to; Artworks or objects that need to be kept in a temperature controlled environment. Artworks or objects whose packaging or crates are larger than the entrances to the building and/or gallery space. Artworks or objects that require storage of packaging material for the duration of the exhibit. Artworks or objects that need to be affixed directly to the walls and can not utilize the hanging system. Artwork or objects that require multiple power outlets.

iii. Compulsory Artwork Selection Process for CHARTS

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 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:
3.
 - 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.

v. Selection Criteria For Social History Objects For CHARTS

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 didactic information 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.

6. EXHIBITION AGREEMENTS & FORMS

The Childers Art Space Exhibition Package, inclusive of; Venue and Loan Agreement, Didactic template & instructions will be used for all exhibitions. The agreement should clearly state the details of exhibitions including the importance of forms being submitted on time. Should artists/organisations be in breach of this agreement, the Manager Cultural Activities 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

APPENDIX A – 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 June annually for exhibition assessment rounds. Meetings may be called for special circumstances as deemed by the Manager Cultural Activities. Meetings may also be cancelled if the program does not require new applications.

appendix B



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.

Handwritten signature of Cr Lorraine Pyefinch.

(Cr Lorraine Pyefinch)
Mayor of Bundaberg Regional Council

Handwritten signature of Peter Byrne.

(Peter Byrne)
Chief Executive Officer

appendix C

terms and resources

Resource	Details
Fees	CHARTS is a cost neutral space. Artists are not paid to exhibit, nor are they charged a hire fee.
Frames	BRAG has a number of frames which can be used by exhibiting artists and groups. The organization and cost of matt boards are the responsibility of the exhibiting artist or group. For further information on loaning BRAG Frames please contact the Exhibitions Officer.
Invitations	BRAG is able to design and produce a DL invitation and distribute invitations through the gallery's database as long as images and information are received by the date specified in the Venue and Loan Agreement. BRAG Marketing Officer, as according to the Marketing Information (Appendix E), must have final approval of all marketing information.
Marketing	BRAG markets all CHARTS exhibitions through their internal outlets, including mailing lists, the BRAG websites, and Printed Exhibition booklets. As well as external outlets, including the writing and release of media releases.
Opening event	Exhibitors are able to schedule an opening event for their exhibition in negotiation with the CHARTS Administration officer and the Exhibitions Officer. CHARTS is able to provide staff and volunteer time for an event as well as supply a modest budget to cover food, beverages and entertainment for the opening event. Events are coordinated by the CHARTS administration officer.
Packaging Materials	CHARTS is unable to provide any storage space for artwork packaging materials. All materials used for packaging and transport must be removed from the gallery for the duration of the exhibition.
Plinths	A limited supply of plinths are available for display purposes. It is best to find out what is suitable for your artwork prior to the installation date. This is to be arranged with the Exhibitions Officer.
Price Lists	The artist or exhibition coordinator is required to provide the gallery with a list of artworks / price list for distribution to the public.
Staff Contact	BRAG Exhibitions Officer, Ph: (07) 4130 4750 email bragexhibitions@bundaberg.qld.gov.au CHARTS Administration Officer Ph: (07) 4130 4876 Childers.ArtGallery@bundaberg.qld.gov.au
Wall Labels	The artist or exhibition coordinator is responsible for supplying the gallery wall labels (didactics) for each artwork and a general exhibition statement which are displayed in the exhibition. CHARTS is able to provide an electronic Didactic Template which can be filled in by the artist and printed and laminated by gallery volunteers.

appendix E

marketing information

When applying to CHARTS it is important to consider the following:

- All marketing materials including but not limited to; invitations, media releases and/or paid advertising are not to be conducted/produced/released without the prior approval of the Bundaberg Regional Art Gallery Marketing Officer.
- All costs associated with the printing/ production and distribution of marketing materials will be paid for by BRAG with approval by the Bundaberg Regional Art Gallery Marketing Officer prior to public release.
- If an artist would like information about their exhibition included in BRAG's electronic newsletter the BRAG e-Mag, the appropriate information must be submitted to BRAG by the due dates stated in the exhibitor's Venue and Loan Agreement. All information included in the e-Mag will be at the discretion of the Manager of Cultural Activities and the BRAG Marketing Officer.

For any queries regarding Marketing please contact the BRAG Marketing Officer on (07) 4130 4750 or bragmarketing@bundaberg.qld.gov.au.

Successful applicants will receive an exhibition package which will include detailed marketing materials.