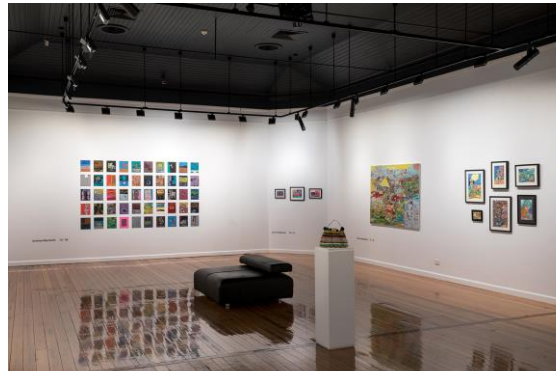


**Maroondah Federation Estate
32 Greenwood Ave Ringwood VIC 3134
03 9298 4538
artsinmaroondah.com.au**



Proposals are currently being accepted for 2019

Applications close 11.55pm, 15 April 2018

Maroondah Access Gallery

Established in 2001, the Maroondah Access Gallery (formerly known as Maroondah Art Gallery) is owned and managed by Maroondah City Council. The Gallery is an outstanding exhibitions venue with strong links to the local community and to Melbourne's dynamic arts scene.

Maroondah Access Gallery is part of the City of Maroondah's network of arts sites and facilities within the Ringwood Metropolitan Activities Centre. The exhibition and presentation program encompasses a broad range of contemporary and traditional visual arts practice including painting, sculpture, ceramics, printmaking, drawing, photography, video, design, jewellery, installation as well as scope for performance and multi-media artworks.

The Gallery is situated prominently at the entrance of Maroondah Federation Estate, 32 Greenwood Avenue, Ringwood (Melways ref: 49H10). Maroondah Federation Estate is a community and cultural facility with a wide range of user groups and visitors. It includes a café and an attractive outdoor setting. There is car parking for visitors and signage marks the location clearly. The Gallery is easily accessible, including by wheelchair, and is close to public transport. Admission to the Gallery is free.

GALLERY HOURS:

Monday to Friday 10.00am – 5.00pm

Saturday 12.00noon – 4.00pm (Artist to invigilate gallery)

Sundays and Public Holidays closed except by prior arrangement

GALLERY STAFF

Charlotte Carter, Exhibitions and Collection Officer

Emily Jones Curator

CARE OF ARTWORKS

Please note that whilst Maroondah Federation Estate is staffed and equipped with closed circuit surveillance, there is no direct invigilation of the gallery space. Council will not be held responsible for loss, theft or damage to the artworks before, during or after the exhibition.

EXHIBITION SUPPORT INCLUDES

The Gallery staff will provide a range of support and advice to the artist/hirer as follows:

- Advice and assistance from the Assistant Curator with exhibition development and design
- Advice from the Assistant Curator regarding the artist/hirer's planning and development of public programs and associated activities that complement and expand the potential audience for each exhibition/presentation
- Assistance with the marketing of the exhibition/program and associated activities via e-invite supplied by the Gallery for use on social media, email, etc.
- Design and installation of exhibition signage including entry signage and room sheet
- Use of the following equipment within the artist/hirer's exhibition/program:
 - Audio Visual projection equipment
 - Installation equipment
 - Sound system with microphone/recording options
 - Access to a variety of plinths and display cases
 - If use of the above equipment is required, a bond may be applied

EXHIBITION OPENING

All exhibitions/programs are required to hold an opening launch. Included in the hire fee is the cost of food and non-alcoholic beverages to the value of \$300 (incl GST). A certified RSA staff member is included to serve any alcoholic beverages required and supplied by the hirer/artist.

MARKETING

The Gallery will provide the artist/hirer with:

- Design of colour e- invitation and e- mail-outs to Maroondah City Council Councillors and staff, arts organisations, media, VIPs and subscribers
- Media release development and distribution to arts media
- Line listings in Art Guide
- Advice on other marketing and promotions for the exhibition
- Inclusion of exhibition details on Council's website

The artist/hirer is responsible for all costs associated with advertising or promotional activities not stated above.

In addition to the gallery support outlined above, artist/hirer's are expected to actively promote their exhibition through their own networks and other channels. All marketing and communications must include approved use of logos and acknowledgements as determined by Council.

INSTALLATION

In order to limit down-time between exhibitions, the Gallery requires that artist/hirer's adhere to strict schedules for installing and dismantling exhibitions. Schedules will be discussed and agreed upon with the gallery staff.

ARTIST/HIRER RESPONSIBILITIES

Associated activities must form part of the artist/hirer's exhibition program as discussed with Gallery staff.

Artist/hirer's are also responsible for :

- Providing relevant information to Gallery staff for a media release to be approved by Gallery staff no later than two (2) months before the exhibition opening
- Providing artwork label information no later than 11.55pm four (4) weeks before the exhibition opening
- Providing digital images suitable for publicity and or reproduction purposes
- Installation of exhibition in line with advice from the Access Gallery Coordinator
- Public liability insurance with certificate of currency (Gallery can advise of available options)

EXHIBITION SELECTION PROCESS

Maroondah Access Gallery makes an annual callout for Exhibition Proposals from artists, arts groups, curators or organisations wishing to stage exhibitions or other presentations.

Priority is given to:

- Proposals that demonstrate a clear and relevant local context and/or connection to the local community
- Exhibitions that present a coherent body of work across their theme/idea/group
- A diverse annual program which includes sound representation of Indigenous artists, a broad age range, cultural diversity and gender balance
- Overall balance of the annual program to include for example gender equity, and culturally and linguistically diverse participation
- Work that is professionally presented and by individuals/groups that are able to maintain the high standard of presentation in the Maroondah Access Gallery
- Proposals that demonstrate a strong understanding of local audiences and include a relevant public program/audience engagement plan

Those interested in submitting an Exhibition Proposal and are advised to discuss their submission first with the Access Gallery Coordinator. Please call Charlotte Carter on 9298 4553 Monday to Thursday 9.30am – 4.00pm.

All applications must be typed, then printed/posted and/or emailed to charlotte.carter@maroondah.vic.gov.au or delivered to Maroondah Federation Estate marked: Charlotte Carter

Exhibitions and Collection Officer
Maroondah Access Gallery
PO Box 156 Ringwood VIC 3134

Applications will not be accepted after 11.55pm Sunday 15 April 2018

SELECTION PANEL

As there is strong interest in hiring the Maroondah Access Gallery, please note that submitting an Exhibition Proposal does not guarantee your proposal will be accepted.

Once all proposals have been received they will be assessed according to the above criteria by a selection panel consisting of the Access Gallery Coordinator, Curator, & Team Leader, Arts and Cultural Development.

HOW TO APPLY

Please complete the Exhibition Proposal Application Form in full. Copies can be downloaded at www.artsinmaroondah.com.au

If you have any questions relating to any section of the Application Form or require assistance completing the form, please contact the Assistant Curator on 9298 4553 or email charlotte.carter@maroondah.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 Maroondah Council Arts and Cultural Grants Program please call the Arts and Cultural Development Officer Belinda Robertson on 9298 4537.

EXHIBITION FEES

Fees quoted are for a minimum exhibition period of (7) seven weeks.

Full Gallery: \$850 (inc GST)

A bond of \$400 for key is payable upon acceptance of the artist/hirer's proposal.

A further bond may apply if Audio Visual equipment is required.

Full payment of the appropriate hire fee is required six (6) weeks prior to the scheduled opening date of your exhibition.

EXHIBITION SALES

Work may be offered for sale by artist/hirer's. All sales and enquiries must be handled directly by the artist/hirer. All artwork sales made over the duration of the exhibition of the exhibition must be processed directly by the artist/hirer. Council will not be involved in the negotiation of sale.

NEXT STEPS

- All applications will be acknowledged by email upon receipt
- Applicants will be notified of the outcome of their proposal by email once all proposals have been received and assessed
- A formal agreement will then be developed between the artist/hirer and Council

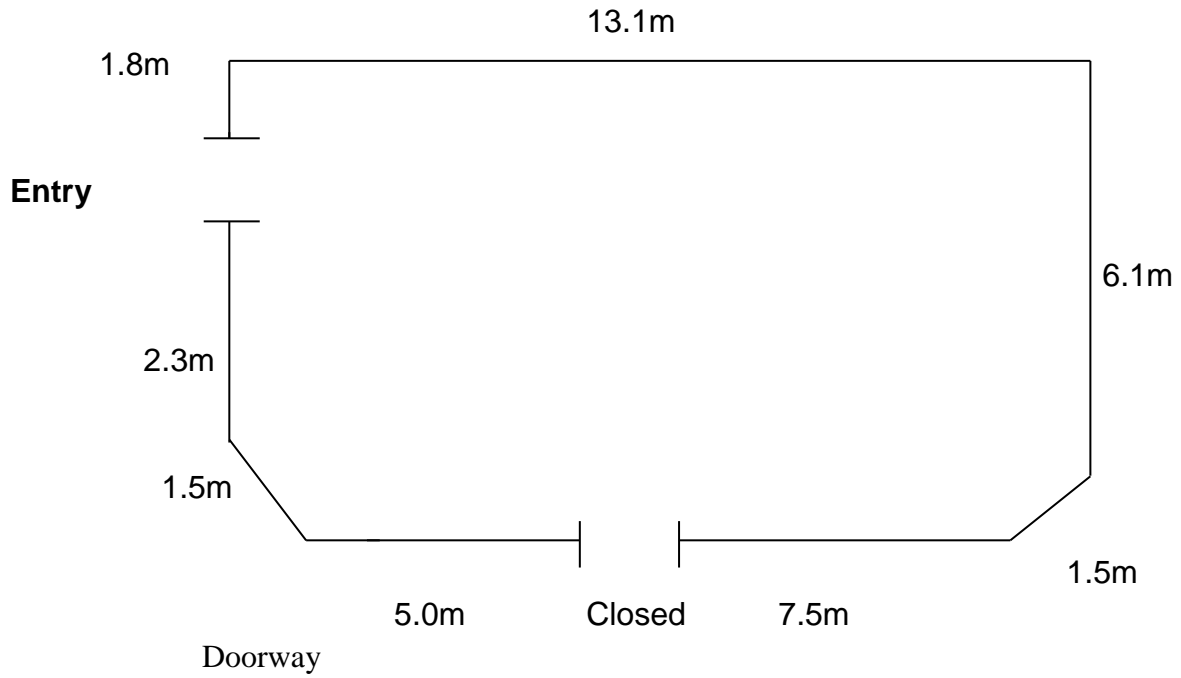
Access Gallery:

7.2metres x 16metres
or 115.2 metres square

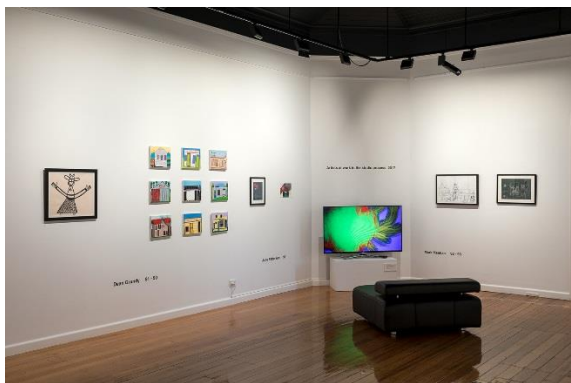
Wall height = 3 metres

Total = 37 running metres

GALLERY FLOORPLAN



Acces Gallery Photos: (Exhibition: Nadraasca 2017)



SUBMITTING YOUR PROPOSAL

Before sending via email or post have you included:

Application form

CV

Images

Return a hard copy to Maroondah Access Gallery along with your usb of images by 11.55pm **Sunday 15 April 2018**

Maroondah Access Gallery
Maroondah Federation Estate
PO Box 156
Ringwood Vic 3134

Alternatively

Email to: charlotte.carter@maroondah.vic.gov.au

Subject Line: 2019 Access Gallery Proposal

Applications will not be accepted after 11.55pm Sunday 15 April 2018.

Please type into this document, or print and return to Maroondah Access Gallery 11.55pm Sunday 15 April 2018.

CONTACT DETAILS

Name (primary contact):

Names of all exhibiting artists:

Address:

Email:

Telephone:

ARTIST'S RESUMÉ

Please attach a current artist's resum  to this application.

EXHIBITION DETAILS

Exhibition Title:

Preferred month for exhibition (late January – October 2018):

Description of Work (please include description of media, content, key themes/ideas explored)

No more than 300 words

Physical Description of how you intend to display your work. If there is more than one artist please detail how the works relate and how they will be displayed together. No more than 300 words

Associated activities, events and public program

No more than 300 words

How you will promote your exhibition/program

No more than 300 words

How your proposal demonstrates local connections and/or relevance to Maroondah context

No more than 300 words

LIST OF WORKS

Please provide high-res jpeg images on usb stick.

Are these works part of the exhibition? yes/no

Are these works indicative of your style but will not be included in the exhibition?

Y/N

Please list the works provided on your disk (no more than 10 images)					
	Artist's Name	Title of Work	Year	Medium	Dimensions (cm)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

FURTHER EXHIBITION DETAILS

1. Do you have ideas for public program activities? (floor talk, lectures, workshop)
Please detail.
2. Is the exhibition related to a particular cultural event, community celebration or milestone?
3. Is your body of work complete, being developed or dependent on funding?

Please return this completed document with your disc of images to:

Charlotte Carter
Coordinator Access Gallery
Maroondah Federation Estate
PO Box 156
Ringwood Vic 3134

OR

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Applications close 11.55pm Sunday 15 April 2018