



dogwoodcrossing.com

JOHN MULLINS MEMORIAL ART GALLERY EXHIBITION PROPOSAL DOCUMENT



DOGWOOD CROSSING MILES - JOHN MULLINS MEMORIAL ART GALLERY EXHIBITION APPLICATION

Dogwood Crossing, Miles seeks proposals for exhibitions from artists and exhibition curators for the gallery program.

This Application Kit Includes:

- Information about:
 - The Selection process
 - The Gallery
- The Selection Criteria
- Terms and Conditions
- Application Form

Check list for completing you application: •

- Completed Application Form
- Sample works or images indicative of the exhibition pieces
- Artist biographies / curriculum vitae (max 2 pages/artist)
- Short outline of exhibition concept
- Copy of insurance coverage (if applicable)
- Statement by Supplier Form (if applicable)
- WDRC creditor application form (if applicable)

Please direct any further enquiries to:

Kylie Bourne or Anne Keam

Dogwood Crossing Miles

Western Downs Regional Council

Phone: 07 4679 4430 or via e-mail: dogwood.crossing@wdrc.qld.gov.au

SELECTION PROCESS

Dogwood Crossing is an A Class Regional Art Gallery owned by Western Downs Regional Council. The facility aims to present a stimulating and varied exhibition program which will interest residents and visitors. Exhibitions change every six to eight weeks with the Exhibition Calendar usually booked up to two years in advance. If you would like to curate or present an exhibition you will need to submit an Exhibition Proposal for consideration by the Gallery committee.

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1. That relate to:

- artistic content
- originality of concept/ topic
- quality and presentation of work
- clarity of thought
- relevance to contemporary and/or traditional art practice

2. That provide opportunities for further public programming activities to be held in the gallery, such as:

- artist / curator talks (about their work, process, medium, inspiration)
- educational / informational talks (relating to the subject matter of the exhibition)

ABOUT THE GALLERY

The gallery provides opportunities for local artists, cultural groups and participants in creative projects to share their work with the broader community.

Location:

Dogwood Crossing
Cnr Warrego Highway & Dawson Street
Miles QLD 4415

Operational Hours:

9:00am to 5:00pm Monday to Friday
10:00am to 4:00pm Saturday, Sunday & Public Holidays
Closed Christmas Day and Boxing Day

Exhibition Space:

- Approximately 130 sq m/ 70 linear metre hanging space
- 2 mobile walls
- All walls fitted with an adjustable track hanging system
- Adjustable track lighting
- 4 plinths provided for 3D works/ various sizes
- 3 lockable glass cases
- 3 mannequins
- Various black and white mei picchi display boxes
- Various acrylic risers/ stands and jewellery busts etc suitable for displaying smaller items such as jewellery/ pottery



SELECTION CRITERIA

Initial assessment is based on how well submissions comply with the following criteria:

1. The proposed exhibition represents the work of an individual practitioner towards a solo or one-person exhibition, or alternatively, that of a group (two or more people)
2. The proposed exhibition should represent new or recent work, and consist of an appropriate quantity of work to accommodate the exhibition area.
3. The proposed exhibition may comprise works in one or more of the following categories / media: all forms of visual arts, including but not limited to painting, sculpture, drawing, photography or photo-media, prints and multiples, images that respond to text or works reflecting craft practices or community initiatives such as book illustrations or book plates. Objects in ceramics, glass, metal, textiles, wood and mixed media are invited.
4. The proposed exhibition encompasses relevance to artistic content, concept originality and artistic practice
5. The proposed exhibition provides opportunities for further public programming activities
6. Associated costs of the exhibition are able to be met by the exhibitors.

Please also provide a selection of up to 10 images which are an indication of the type or style of work that may be included in your exhibition proposal.

Please complete the application form and return to:

Kylie Bourne

Dogwood Crossing Miles Supervisor

PO Box 318

Miles QLD 4415

kylie.bourne@wdrc.qld.gov.au

OR

Anne Keam

Dogwood Crossing Miles Cultural Officer

PO Box 318

Miles QLD 4415

anne.keam@wdrc.qld.gov.au

In the event that your exhibition proposal is not successful no correspondence in relation to the selection process or its outcomes will be entered into.

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TERMS AND CONDITIONS

Should your exhibition proposal be accepted the following conditions will apply:

(1) EXHIBITION DELIVERY & INSTALLATION

All components of the exhibition are to be delivered to Dogwood Crossing on the Monday prior to the advertised exhibition opening, unless required or organised as otherwise.

Framing, mounting and transport of artworks are the responsibility of the exhibitor/curator, as well as transit insurance if required.

All components of the exhibition are to be completed, ready to hang and presented to a professional standard that includes appropriate framing and hanging/installation fixtures (ie. two good sized D-hooks for wall hanging pieces).

The Gallery Exhibition Team is responsible for the design and display of each exhibition in consultation with the exhibitor. The curator or exhibitor (at least two in the case of a group exhibition) will also be expected to assist with installation of the exhibition under the guidance of the Supervisor or Cultural Officer, with assistance from Art Gallery Committee Members and Gallery Groupie Volunteers, in accordance with Gallery standards.

Please advise the facility Supervisor or Cultural Officer as soon as you are aware of the possibility that sections of the exhibition could be offensive or be misinterpreted by some viewers. The Supervisor or Cultural Officer can veto the work included in the exhibition and remove works considered to be offensive to the public.

(2) EXHIBITION COLLECTION DATES

All unsold components of the exhibition are to be removed from the Gallery in a timely fashion following the exhibition close, within a 2 week time frame.

(3) EXHIBITION INVITATIONS / PUBLICITY

Responsibility for the design and printing of the invitations, catalogue and poster rests with Dogwood Crossing, with input from the curator/ exhibitor in relation to possible ideas/ layout and information required. Dogwood Crossing supplies the following quantities of each:

- A small catalogue (generally titles and prices only)
- 10 x A3 size poster/flyer
- upto 150 x invitations (professionally printed)
- Digital version of the invitation for emailing
- Email and mail out to Dogwood Crossing Gallery Database
- Extra invitations over 150 & postage are the responsibility of the exhibitor/s

TERMS AND CONDITIONS

Exhibitors will be required to provide a mailing list in an excel spreadsheet to Dogwood Crossing six weeks out from the exhibition opening, if wishing to utilise this option

Media releases in relation to the exhibition will also be arranged by Dogwood Crossing via the associated media outlets commonly engaged by the facility.

It is the exhibitor's responsibility to liaise with the Cultural Officer and nominate an appropriate person to open the exhibition.

In the case of a group exhibition, a representative from your group should be appointed and made available for media opportunities that may arise. Otherwise, the sole exhibitor will ensure they are available for media comment.

(4) INSURANCE

Western Downs Regional Council has a small Insurance Policy that covers artworks from their arrival at Dogwood Crossing until their collection at the agreed uplift date.

For high profile exhibitions it is a requirement that the exhibitions have their own insurance coverage that adequately covers the exhibition in transit, during handling stages and whilst on display. Please supply a copy of relevant insurance as part of your application, if applicable.

(5) OPENING NIGHT FUNCTION

Unless otherwise agreed to, the opening night function will be on the Friday evening of the exhibition installation and will be held between 6:30pm and 8:30pm.

The Supervisor or Cultural Officer will advise on the protocols that need to be adopted for these functions.

Dogwood Crossing provides:

- some assistance in opening functions, including: three to four small cheese/antipasto platters, some beverages, wine & champagne glasses, stubby coolers and tables.
- 2 staff and some volunteers to assist with the opening function and sales.

TERMS AND CONDITIONS

Curator/ Exhibitors responsibilities include:

- provision of any further refreshments at the opening. It is a requirement that if alcohol is served, light refreshments (cheese and/or finger food) must be available.
- assistance will also be required in relation to set up and pack up of associated opening functions, unless otherwise arranged.

***All visitors and exhibitors must vacate the building before 9:00pm
on the evening of the opening.***

(6) CATALOGUE OF WORKS

Preparation of captions for the works, artist statements and catalogue information will be designed and implemented by Dogwood Crossing, in consultation with the curator/ exhibitor. This information must be provided six weeks prior to the exhibition opening.

The curator/exhibitor will also need to provide details of value of artworks for insurance and/or sale (taking into account the 20% commission).

Additional requirements such as colour catalogues, may be considered and be possible with financial input from the exhibitor/s.

(7) SIGNAGE

All signage or promotional material proposed for the John Mullins Memorial Art Gallery will be designed by Dogwood Crossing.

(8) OTHER EVENTS IN THE GALLERY

During exhibitions Dogwood Crossing may be utilised by Western Downs Regional Council for many other events such as book launches, author visits or meetings. As a multi- purpose facility there are many cultural activities that are undertaken at the facility. The John Mullins Memorial Art Gallery exhibition space is not however directly impacted by these kinds of activities.

Artists and organisations coordinating exhibitions are encouraged to deliver workshops, artist talks (about their work and the creative process) and educational talks. This will attract people to the space to see the exhibition and provide the public with access to those involved. Such events are welcomed and are to be proposed in the exhibition application.

TERMS AND CONDITIONS

(9) SALE OF WORKS

Artworks may be for sale. Dogwood Crossing John Mullins Memorial Art Gallery takes a 20% commission on sales made. All commissions assist Dogwood Crossing' public programming and activities. Any sales will be receipted by Dogwood Crossing staff.

Artist's payments will be made within a two to four week time period following the exhibition close and or the finalisation of purchaser's payments.

Dogwood Crossing John Mullins Memorial Art Gallery has a comprehensive purchasing policy to assist with the timely collection of funds from purchasers.

(10) OTHER

If the curator/ exhibitor has requirements above and beyond those outlined above as provided by Dogwood Crossing, arrangements will need to be made with the facility Supervisor with funds to deliver on these requirements provided by the curator/ exhibitor. For example (extensive catalogue, extra posters or invitations, opening function extras-food and refreshments).

The curator/ exhibitor will be required to address the statements within the application form in relation to whether artworks may be photographed while on display and for inclusion in the Artist Database located at Dogwood Crossing.

DOGWOOD CROSSING MILES - JOHN MULLINS MEMORIAL ART GALLERY APPLICATION FORM

EXHIBITION NAME _____

THEME _____

MEDIUM OF WORKS _____

DESCRIPTION/OUTLINE OF EXHIBITION CONCEPT (please provide a summary for promotional purposes, attach another page if required)

HOW MANY WORKS/ INDICATE SIZE OF EXHIBITION? _____

WHICH AREA OF THE GALLERY WILL BE UTILISED?

- WALL SPACE (2D)
- FLOOR SPACE, WHERE WORKS USE PLINTHS OR ARE FREE STANDING (3D)
- CEILING, SUSPENDED HANGING (3D)

WHEN WOULD YOU LIKE TO EXHIBITION TO BE READY FOR DISPLAY? DATE: _____

ARE ANY EVENTS TO BE CONDUCTED IN THE GALLERY, IN CONJUNCTION WITH THE EXHIBITION?

- THESE ARE ENCOURAGED TO ATTRACT PEOPLE TO THE SPACE TO SEE THE EXHIBITION AND TO PROVIDE THE PUBLIC WITH ACCESS TO THOSE INVOLVED.

- EXHIBITION OPENING _____
(THIS IS DESIRABLE)
- ARTIST TALKS _____
(ABOUT THE WORK)
- EDUCATIONAL TALKS _____
(ABOUT THE THEM, EG: SOCIAL OR ENVIRONMENTAL ISSUES)
- WORKSHOPS/CREATIVE ACTIVITIES _____

DOGWOOD CROSSING MILES - JOHN MULLINS MEMORIAL ART GALLERY APPLICATION FORM

ORGANISATION/GROUP RESPONSIBLE FOR THE EXHIBITION

LIAISON PERSON/EXHIBITION CURATOR (WHO WILL KEEP IN CONTACT WITH COUNCIL)

NAME

POSTAL ADDRESS

EMAIL

DAY PHONE NUMBER () _____

ARTISTS / EXHIBITORS / CURATOR (ATTACH EXTRA SHEET IF REQUIRED)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

DOGWOOD CROSSING MILES - JOHN MULLINS MEMORIAL ART GALLERY

APPLICATION FORM

ADDRESSING THE SELECTION CRITERIA



1. THE PROPOSED EXHIBITION REPRESENTS THE WORK OF AN INDIVIDUAL PRACTITIONER TOWARDS A SOLO OR ONE-PERSON EXHIBITION, OR ALTERNATIVELY, THAT OF A GROUP (TWO OR MORE PEOPLE)

YES

PLEASE DESCRIBE:

2. THE PROPOSED EXHIBITION REPRESENTS NEW OR RECENT WORK AND CONSISTS OF A QUANTITY OF WORK THAT CAN BE ACCOMMODATED IN THE EXHIBITION AREA.

YES

PLEASE DESCRIBE:

3. THE PROPOSED EXHIBITION COMPRISES OF WORKS IN ONE OR MORE OF THE FOLLOWING CATEGORIES / MEDIA: ALL FORMS OF VISUAL ARTS, INCLUDING BUT NOT LIMITED TO PAINTING, SCULPTURE, DRAWING, PHOTOGRAPHY OR PHOTO-MEDIA, PRINTS AND MULTIPLES, IMAGES THAT RESPOND TO TEXT OR WORKS REFLECTING CRAFT PRACTICES OR COMMUNITY INITIATIVES SUCH AS BOOK ILLUSTRATIONS OR BOOK PLATES. OBJECTS IN CERAMIC, GLASS, METAL, TEXTILES AND WOOD ARE ALSO INVITED.

YES

PLEASE DESCRIBE:

4. THE PROPOSED EXHIBITION ENCOMPASSES RELEVANCE TO ARTISTIC CONTENT, CONCEPT ORIGINALITY AND ARTISTIC PRACTICE.

YES

PLEASE DESCRIBE:

5. THE PROPOSED EXHIBITION PROVIDES OPPORTUNITIES FOR FURTHER PUBLIC PROGRAMMING ACTIVITIES.

YES

PLEASE DESCRIBE:

6. ASSOCIATED COSTS OF THE EXHIBITION ARE ABLE TO BE MET BY THE EXHIBITORS.

YES

PLEASE DESCRIBE:

DOGWOOD CROSSING MILES - JOHN MULLINS MEMORIAL ART GALLERY APPLICATION FORM

WHAT AREAS OF ASSISTANCE WOULD YOU/YOUR ORGANISATION BENEFIT FROM ?

- HOW TO PROMOTE YOUR EXHIBITION**
- HOW TO ORGANISE AN EXHIBITION OPENING**
- HOW TO PRESENT AND HANG YOUR WORKS**

DECLARATION ONE

I _____ OF _____

VERIFY THAT, SHOULD THE EXHIBITION PROPOSAL BE ACCEPTED, **WESTERN DOWNS REGIONAL COUNCILS TERMS AND CONDITIONS FOR USE OF DOGWOOD CROSSING JOHN MULLINS MEMORIAL ART GALLERY** WILL BE FOLLOWED.

SIGNATURE OF AUTHORISED ORGANISATION REPRESENTATIVE _____

NAME _____

DATE _____

DECLARATION TWO

I _____ OF _____

VERIFY THAT, SHOULD THE EXHIBITION PROPOSAL BE ACCEPTED, **I AGREE FOR ARTWORKS TO BE PHOTOGRAPHED WHILE ON DISPLAY AND FOR INCLUSION IN THE ARTIST DATABASE LOCATED AT DOGWOOD CROSSING.**

SIGNATURE OF AUTHORISED ORGANISATION REPRESENTATIVE _____

NAME _____

DATE _____

DECLARATION THREE

I _____ OF _____

VERIFY THAT, SHOULD THE EXHIBITION PROPOSAL BE ACCEPTED, **I AGREE TO THE USE OF MY CONTACT DETAILS FOR PROMOTION OF MY WORK WHILST ON DISPLAY AT DOGWOOD CROSSING.**

SIGNATURE OF AUTHORISED ORGANISATION REPRESENTATIVE _____

NAME _____

DATE _____



**Dogwood
Crossing**
MILES

dogwoodcrossing.com

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