



# **Russell Henderson Art Gallery & Gill Grant Room**

## **Exhibition Proposal Guidelines**

### **CENTRAL STORIES MUSEUM & ART GALLERY**

Our museum & gallery showcases the unique stories of Central Otago and its people, past and present. Our philosophy is to care for the cultural wellbeing of our community and to provide a unique experience for our visitors.

We offer artists and curators the opportunity to exhibit their work in the Russell Henderson Gallery & Gill Grant Room which is part of the Central Stories complex.

### **THE RUSSELL HENDERSON ART GALLERY & GILL GRANT ROOM\***

This is the only public art gallery in Central Otago with exhibitions changing every six to eight weeks. We are community minded and priority will be given to Central Otago based/themed artists and groups however we encourage proposals from outside the region to be a part of the Russell Henderson Art Galleries annual exhibition program.

### **THE PROCESS**

- Read these guidelines carefully then complete the **Exhibition Application Form**
- There is an annual deadline of 31<sup>st</sup> May so apply as soon as possible to ensure your application is up for consideration
- Applications and proposals are reviewed by our selection panel in June for the following year
- If you are successful in your proposal we will contact you and offer you a time period, depending on your preference and the time we have available
- If you accept, we will negotiate a contract as soon as possible outlining the various terms and conditions for your show and you will confirm your booking by paying a deposit

**NOTE:** We will also notify you if your proposal is not accepted, it does not necessarily mean we did not like your exhibition; it could just mean that it did not fit into our exhibition calendar and you are welcome to re-submit your proposal for the following year.

\* Please note the Russell Henderson Gallery & Gill Grant Room can be utilised as one space or two. Depending on your preferences and the size of your exhibition, one of both spaces may be used. Please see the Gallery plan on page 3 for further details.

## REQUIRED MATERIALS TO BE REVIEWED BY SELECTION PANEL

(Please check that you have provided all of these)

- Completed and signed application form
- Bio outlining past exhibitions, training, projects etc
- Art statement: Approximately 150-300 words about yourself or group
- Provide three or more images of artworks with name, date made, medium and size of each work clearly written on the back
- Suggested ways a public programme or event could be included as part of your exhibition. For example: artist talk, workshop, tour, performance.

Applications and proposals that are likely to be the successful are clear in their thinking and well presented. Explain the concept of the exhibition; a clear concept helps the committee get a thorough understanding of what you are proposing and the way the project would function.

## EXHIBITION PRICES & CONDITIONS

There are costs associated with holding an exhibition in the Russell Henderson Gallery:

**Space Rental:** There is a cost of \$75 per week for use of the gallery (including installation and removal time). Note: One week's rental is due at the time of 'booking' as a deposit and will not be returned in the case of a cancellation. The remainder is due before installation begins.

**Commission on Works:** Central Stories charges a 25% (+GST) commission on all sales made as a result of the exhibition. You may consider raising your prices to incorporate this commission.

**Marketing and Promotion:** Central Stories will share all promotion and marketing costs 50/50. You are free to decide how much or how little marketing and promotion you want.

**Exhibition Opening:** It is common to have an opening celebration, all food, drink and entertainment is at the exhibitor's expense. Public programs like, lectures, workshops or floor talks, unless otherwise specified, will be organised and funded by Central Stories, as a result we keep any profits made.

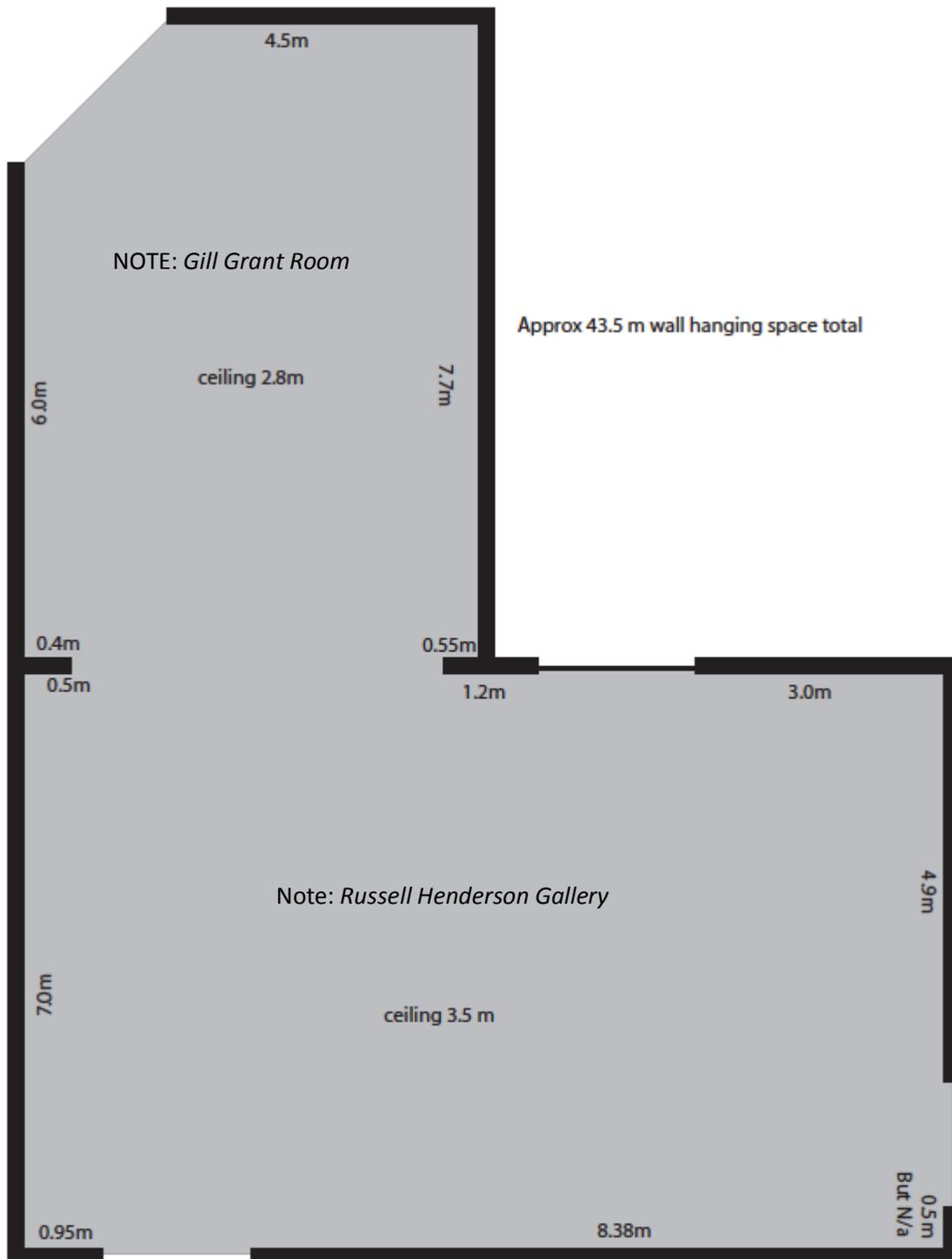
**Gallery Preservation:** Any nonstandard repairs or installation requirements in the gallery will be at the exhibitors' expense.

All costs will be agreed upon in a contract signed at the time of booking your exhibition. There is an opportunity to negotiate on these costs as we want to make the gallery accessible for all, however bear in mind we are a charitable organisation. It may be a good idea for you or your group to look at funding and grant opportunities to help cover the costs of exhibiting.

## HOW WE CAN HELP

At any stage of the process, even if you're just starting to think about an exhibition, do not hesitate to give us a ring or send us an email to ask any questions you may have. If your proposal is accepted, we will support and oversee every stage of the exhibition process. This includes; curatorial advice; marketing and promotion advice; assistance with your installation/de-installation; organising events, activities or workshops; and selling works on your behalf.

## Russell Henderson Gallery Layout



### For more information please contact:

Arts Sub-Committee

Central Stories Museum and Art Gallery

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