

**Shell arts – Geelong region artists program
Max Bell Gallery, Geelong Gallery**

Application guidelines

Applicants are advised to read 'Exhibition guidelines' prior to submitting an exhibition proposal. The 'Exhibition guidelines' outline the operation of the *Shell arts – Geelong region artists program* and the various roles and responsibilities of the exhibiting artist and the Gallery.

Proposals should be mailed (emailed or faxed applications will not be considered) and include:

1. Completed 'Proposal cover sheet'

2. Exhibition summary (maximum one A4 page)

Should include:

- a clear and concise summary of the proposed exhibition in regard to its ideas and themes and the relationship to the artist's practice in general. Please include details of your connection to the Geelong region and how the proposed exhibition may be relevant to the Gallery's audience. Proposals for group exhibitions should have a considered curatorial rationale.
- a description (or listing) of the proposed physical composition of the exhibition which indicates that the exhibiting artist has clearly considered their works in relation to the dimensions of the exhibition space (see floor plan). Please include general details of medium, number of works, dimensions of works, etc and, where possible, information about general groupings or proposed layout of works.
- details of how the proposed works will be installed in the Gallery (ie. framed 2-D works or stretched canvases with attached D-rings compatible with the Gallery's standard hanging system), particularly if there are any specific installation requirements additional to the Gallery's standard hanging system (such as plinths for 3-D works, unframed works on paper pinned to walls, cabinets [supplied by the exhibiting artist] for display of small items or artist's books etc)

3. Support material

- Curriculum vitae (maximum one A4 page per solo artist, two A4 pages for groups)
- Visual material – maximum of 10 images (maximum of 15 images for group proposals) – slides or digital images on disc

A listing of supplied visual material should be included in the proposal including the artist's name, title of work, date, medium and dimensions (for each image).

Slides must be clearly labelled with: artist's name, title of work, date, medium, dimensions and orientation. **Digital images** should be saved as jpegs less than two megabytes and able to be opened on PC format with the following information as the file name: artist's name, title of work, date, medium, dimensions

4. Stamped, self-addressed envelope (appropriate size for the return of proposal).

The Gallery will return unsuccessful proposals and retain successful proposals to assist with exhibition management. Proposals will not be returned if the applicant fails to supply a stamped, self-addressed envelope appropriate to packing and postal requirements.

Please note: It is expected that the work and/or exhibition concept put forward in the proposal will be that which is exhibited at the Gallery. Should the proposal be accepted, the exhibiting artist is required to maintain regular contact with the Gallery's Curator in regard to the exhibition content, particularly if new works are being developed. Any changes to the exhibition content—from that put forward in the original proposal—must be discussed with the Curator in advance of the exhibition dates. These changes will be accepted at the Curator's discretion. Alternatively, the exhibition may be cancelled and the exhibitor asked to re-submit a new proposal for the following year.

**Closing date for proposals [for following year's program]: 30 April (5.00pm)
Proposals received after this date will not be considered.**

Process

- All proposals will be acknowledged upon receipt (via email)
- Applicants will be notified in writing of the outcome of their proposal within 7–8 weeks of the closing date
- Successful applicants are requested to confirm acceptance of exhibition dates in writing within two weeks of offer
- On acceptance, a *Memorandum of understanding* will be developed by the Gallery for exhibiting artists, outlining specific details of their exhibition
- Exhibiting artists are required to return a signed copy of the *Memorandum of understanding* with a non-refundable deposit of \$100 (plus GST) within two weeks of receipt

Proposals should be sent to:

Shell arts – Geelong region artists program
Geelong Gallery
Little Malop Street
Geelong VIC 3220

Inquiries:

Further information:

T: 03 5229 3645

E: geelart@geelonggallery.org.au



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