

# EXHIBITING AT The ARTS VILLAGE

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## EXHIBITION PROPOSAL GUIDELINES AND APPLICATION 2020

The vision of The Arts Village is for a vibrant, creative community where everyone who wants to participate in the arts, can. Our exhibition programme aims to foster the Rotorua arts community and to provide artists in the Rotorua region with the best possible opportunity to exhibit their works in our community galleries.

### APPLICATION PROCESS

Applications are open to individuals or groups who reside in the Rotorua region. While exhibition proposals are accepted year round, our team meets twice a year to evaluate each proposal on a case-by-case basis and allocate exhibition space.

Please take note of the following application deadlines:

*15th July 2019:* For consideration at our July 2019 Allocation Meeting (For exhibitions: January to June 2020)

*23rd January 2020:* For consideration at our January 2020 Allocation Meeting (For exhibitions: July to December 2020)

Exhibition proposals are reviewed by The Arts Village in line with The Arts Village Strategic Plan, priority is given to supporting Rotorua-based artists or artist groups who:

- 1/ Are in the early stages of their career and have the ability to create quality work and further develop their practice. Or,
- 2/ Are more established in terms of their exhibition history and the critical attention they have received, but seek to enliven and enrich their practice as they try out new ideas and develop new techniques.
- 3/ Have not had a similar exhibition at The Arts Village within the last 12 months.

This form contains important information we need in order to consider all applications fairly. Please ensure that the information you provide is complete and clear and will enable us to make an informed decision regarding your proposal.

## SUBMITTING YOUR PROPOSAL

You can submit your application in two ways. Either email a digital copy to [projects@artsvillage.org.nz](mailto:projects@artsvillage.org.nz), or provide us with a hard copy at The Arts Village reception.

Please note: Digital format is preferred but all hard copies will be manually scanned by staff so please take this into account when handing in. These must be single sided A4 documents. Please do not stick original photographs or works onto paper, but print them directly. Do not bind, staple or hole-punch your proposal, enclose it in a folder or envelope that will be easy to take the work out of.

## PROPOSAL REQUIREMENTS

(Please read through the list of requirements carefully):

**ARTIST/GROUP BIOGRAPHY:** All participating artists/groups are required to send us an artist biography. Please clearly outline if applicable any formal training, affiliations, previous exhibitions and projects. (Please attach)

### CONTACT DETAILS

Artist/Group name: \_\_\_\_\_

Primary contact name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Email: \_\_\_\_\_

**CONCEPT OUTLINE:** Provide a clear explanation of your exhibition concept that enables us to get a sense of your proposed exhibition. This must include its mode of presentation and engagement, and type of content. You do not need to have finished work, or your work may be more process or performance-based, but we need to be able to understand your exhibition's potential and possible impact. Attach additional pages if required. Some questions to consider:

- What does your project offer you in terms of development?
- Is your exhibition concept cohesive? What connects its different components or aspects? Is there an underlying theme or rationale that will inform yourself and help others engage?
- What has informed and motivates your practice, considering artistic, environmental, political or social stimuli, for example?



How will this project enhance cultural development in the Rotorua community? (*i.e. Exposing the community to new works and diverse ideas, unique art forms and fresh concepts*).

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**EXHIBITION DATES & SPACE:**

You may indicate your preferred timeframe, being as flexible as possible. The Arts Village will decide what dates and exhibition duration you are offered. Keep in mind that The Arts Village Exhibition Schedule is planned up to a year in advance. Exhibitions usually run for 3 weeks, though this can be longer or shorter depending on availability. Each exhibition has a 2-day install and a 2-day de-install at either end of the exhibition time period. If you would be able to exhibit at short notice in case of a cancellation, please indicate this here. You may also indicate here which gallery space you would prefer, however, dependant on availability, The Arts Village will decide which space you are offered. The Exhibition spaces we have available are the Mosaic Gallery, Studio Gallery, and Cottage Gallery. If you have a gallery preference be sure to include your reasons.

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## SUPPORT

We encourage making contact with our Community Engagement Coordinator whilst preparing your application so we support you through the process. Please email [projects@artsvillage.org.nz](mailto:projects@artsvillage.org.nz) to book a time if you wish to have a meeting.

If your application is successful our team can support you with applying for funding if you wish to do so.

We will also provide assistance with exhibition layout, marketing and publicity, and selling of work on your behalf. You will be contacted as soon as your application has been reviewed and a date set for your initial meeting to discuss where to from here. Proposals that are not accepted will be given some feedback around why they were not successful. Where suitable, artists will also be mentored into making changes for resubmission.

## EXHIBITION COSTS

You may be able to cover most of the costs associated with exhibiting at The Arts Village by applying for funding or a grant in advance. The Arts Village can provide full support with your application and guidance around this.

Please note: Funding will not cover the full cost of an exhibition. Artists are also responsible for providing the food and drink for their opening event. If there is a shortfall in funding applied for, the artist is responsible for the full cost of the exhibition.

Direct exhibition costs include:

\$105 Gallery rental per week.

Opening event costs - food and drink (quote can be provided by Arts Village Cafe for food, or you may provide your own)

\$300 Exhibition Package (includes posters, invitations, artwork labels, advertising, opening event staff costs, etc.)

*note: These costs are approximate and may vary dependant on each individual exhibition, a detailed quote will be provided to you later in the exhibition process.*

*Above costs are excluding GST.*

25% commission on all sales made as a result of the exhibition.

Any profits from sale of artwork, minus the 25% commission, will be paid to the artist after all unsold artwork has been collected, and a project completion report has been filled out by the artist (form to be provided by The Arts Village on completion of exhibition).

## APPLICATION CHECKLIST:

- Application form
- Artist Biography attached
- Examples of work - images attached

## THINGS TO CONSIDER

Here are some things to consider as exhibition planning progresses:

**EXHIBITION LAYOUT:** how you intend to use the exhibition space(s), how you might hang or place your work, if appropriate. Visit some exhibitions to get an idea of the type of installation that would work for you.

**PRICES:** The price range of any work you may wish to sell. Take into account the 25% commission rate for works sold at The Arts Village.

**ENGAGING THE AUDIENCE:** Consider if you would like to include other ways of engaging with your audience, for example; a public programme event such as an artist talk, panel discussion, workshop, tour, or performance.

**EXHIBITION NAME:** Possible exhibition titles. A title can help to form the exhibition in your mind.

**PROMOTIONAL MATERIAL:** consider to what extent you would like to be involved in the design of posters and invitations for your exhibition.

**OPENING NIGHT:** It is likely that you will be sharing your opening night/ event with another artist. It is a requirement to hold some form of opening/ event to introduce your works to the wider community which is a chance to celebrate you and your wonderful art.