

EXHIBITING AT The ARTS VILLAGE

1240 Hinemaru Street, Rotorua, 3010 // 07 348 9008 // activities@artsvillage.org.nz //
www.artsvillage.org.nz

Office Use Only

Artist/Group: _____

Target Month: _____

Received by: _____

Date received: _____

Approved: _____

EXHIBITION APPLICATION GUIDELINES AND APPLICATION 2025

The vision of The Arts Village is for a vibrant, creative community where art makes life good. 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

While exhibition proposals are accepted year round, our team meets twice a year (July and December) to evaluate each proposal on a case-by-case basis and allocate exhibition space. We follow these steps:

- Complete exhibition application form
- Confirm acceptance and offer exhibition dates
- Pre-contract Hui with Arts Village Team
- Signing the Contract
- Funding Applications and Process
- Exhibition Planning

Please allow at least 5-6 months minimum when applying and planning for an exhibition. This gives you and the team time to fully plan for a show.

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

1. Have links to Rotorua;
2. Are in the early stages of their career and have the ability to create quality work and further develop their practice;
3. 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; and
4. Have not had an 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 APPLICATION

You can submit your application in two ways. Either email a digital copy to activities@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. 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* and enclose it in a folder or envelope.

APPLICATION 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: _____

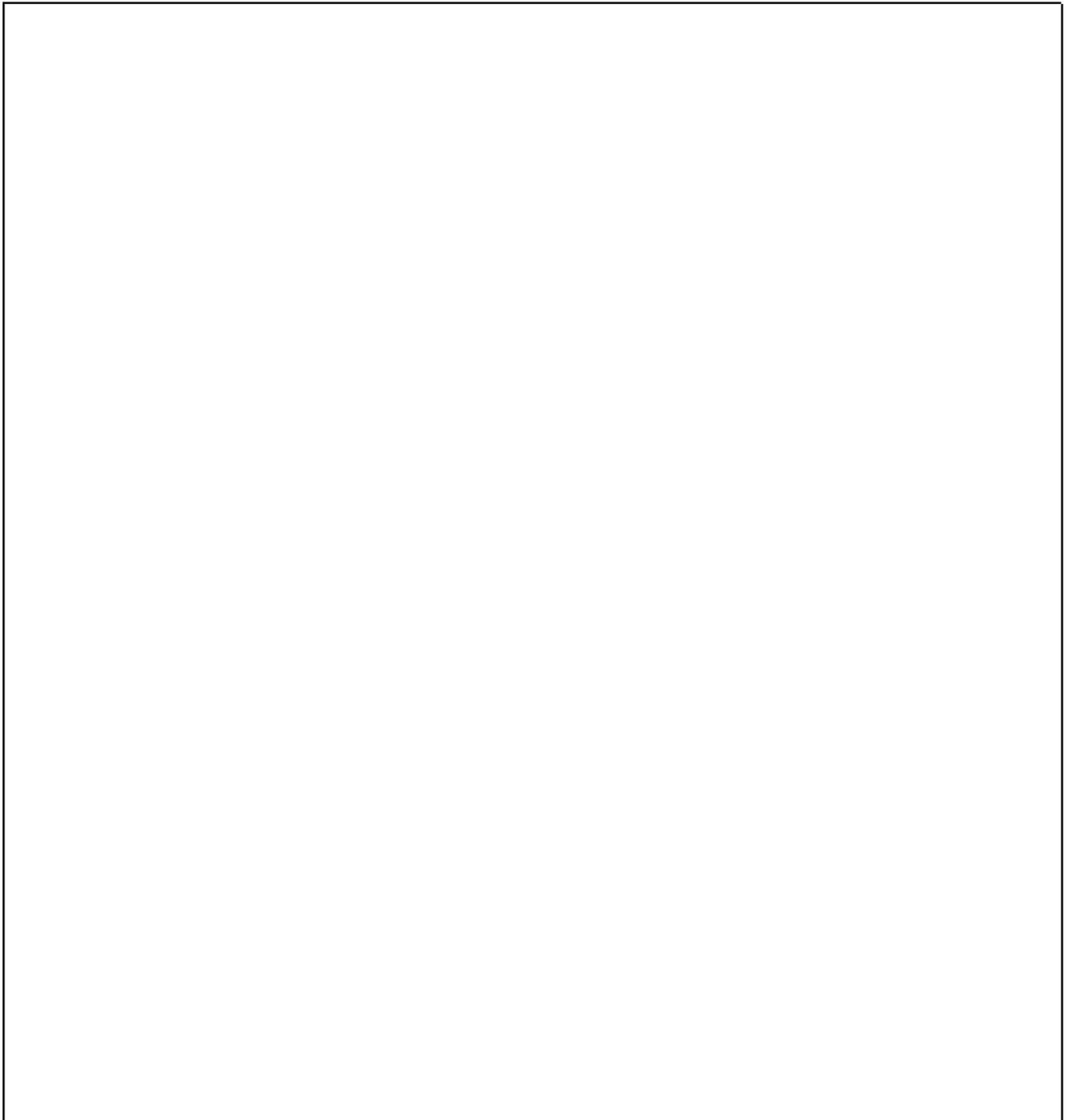
CONCEPT OUTLINE

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.

Guide questions:

- 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 motivated your practice, considering artistic, environmental, political or social stimuli, for example?
- What role does your proposed exhibition play in the context of your own practice e.g., is it the culmination of a project over time, or an extension of, or new direction in your practice?
- If you are proposing a group show with other artists, what is the reason for presenting together and how do the different parts of the exhibition relate to each other?



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).

EXHIBITION DATES & SPACE

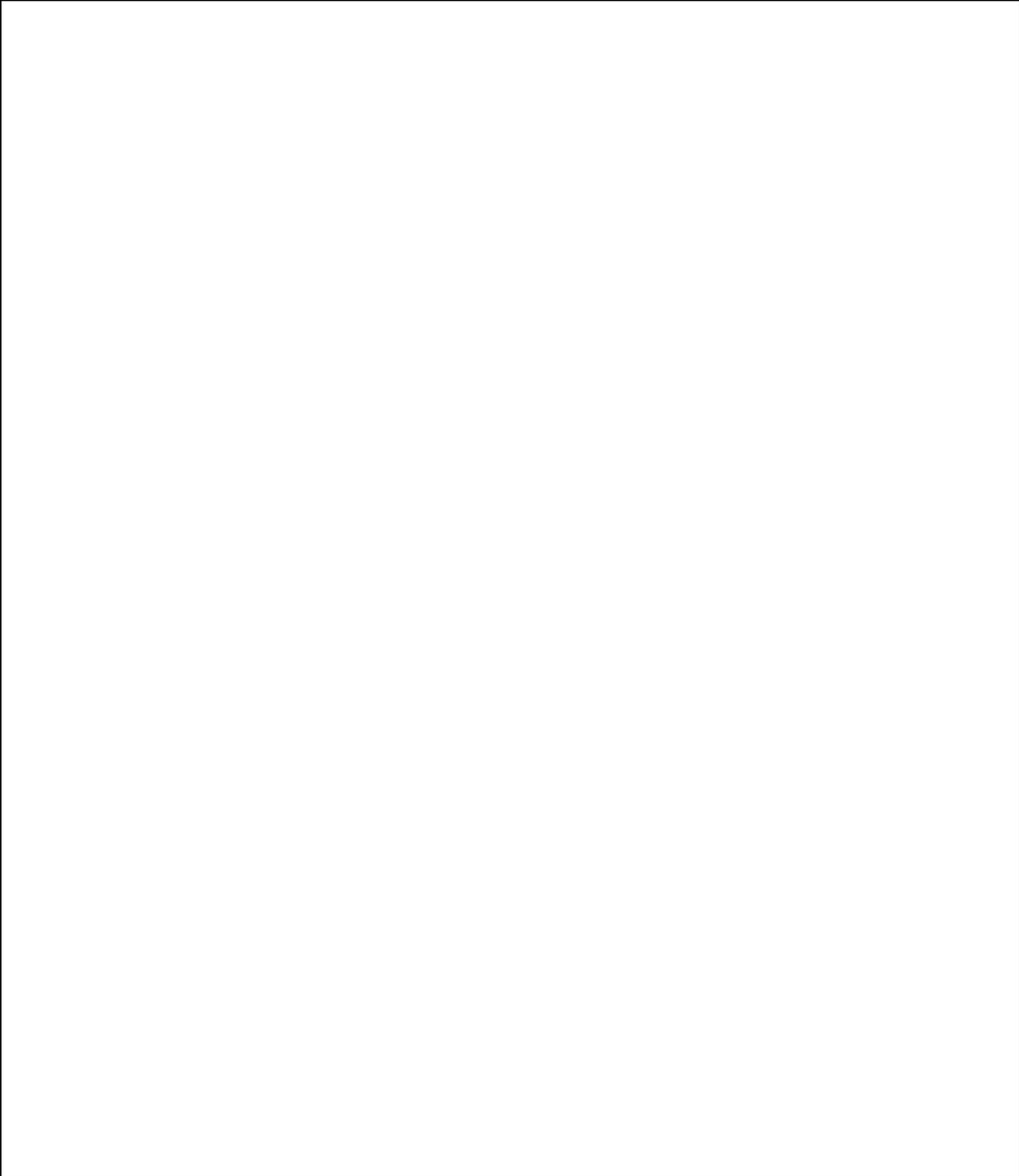
The Arts Village will decide what dates and exhibition duration you are offered. Keep in mind that The Arts Village Exhibition Schedule is planned up to a year in advance.

We require at least 3 weeks of exhibition duration, though this can be longer 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 indicate here which time frame & gallery space you would prefer, however, **The Arts Village will decide which space and date to offer you.** The Exhibition spaces we have available are the Mosaic Gallery, Wallis Gallery, Maumahara Gallery and Cottage Gallery. If you have a gallery preference be sure to include your reasons.

EXAMPLES OF WORK

Describe your work and provide images. If the work has not yet been made, then include relevant examples of previous work and consider including informative representations of your concept or images of works in progress. (please attach images)



SUPPORT

We encourage making contact with our Activities Coordinator whilst preparing your application so we support you through the process. Please email activities@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.

As part of our exhibition package, we will 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:

- **\$450** Gallery rental for 3 weeks.
- **Opening event costs** - food and drink (quote can be provided by Arts Village Cafe for food, or you may provide your own)
- **Exhibition Package** - includes posters, artwork labels, advertising, opening event staff costs, etc.
\$397 (for one gallery) this is on top of gallery rental. For more than one gallery this can be discussed. *Note: These costs are approximate and may vary depending on each individual exhibition, a detailed quote will be provided to you later in the exhibition process. Above costs include GST.*
- **25% commission** on all sales made as a result of the exhibition.

Note: These numbers are the baseline costs and are subject to change depending on the show. Total Exhibition Cost will be given during the contract signing.

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 EVENT: It is likely that you will be sharing your opening 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.

DEINSTALLATION: Deinstall must be organized and done by exhibiting artists, unless discussed otherwise. Sold works must be collected by purchasers, and unsold works must be collected by exhibiting artists. Walls and floors must be restored as you found them.