



LATROBE REGIONAL GALLERY



PROJECT SPACE

APPLICATION FORM





PROJECT SPACE

Application Form

ABOUT

The Project Space at Latrobe Regional Gallery is dedicated to the presentation of diverse contemporary art practices, by emerging and early career artists and artist groups committed to a serious engagement in the art of today.

The purpose of this space is to provide emerging and early career practitioners with the opportunity to exhibit in a high profile exhibition space within a professional context. Local artists are encouraged to apply as are artists living and working, nationally. The Project Space is intended to encourage, stimulate and contribute to regional cultural activity for the benefit of the region and the exhibiting artists.

HOW TO APPLY

- Please complete the application form, which must be submitted with the required support material.
- It is desirable that all work exhibited in the Project Space be made within the last two years. However, this requirement may be waived after negotiations with LRG.
- Applications will be accepted via email. A list of required support material can be found on the last pages of this application.

SELECTION AND ACCEPTANCE

- Applications are assessed by a selection committee consisting of the LRG curatorial team and the LRG Director. Curatorial decisions will be made by the Assistant Curator.
- The Project Space is generally booked 12 months in advance, please take this time frame into consideration when submitting an application.
- Applicants who have previously exhibited in the Project Space (previously known as the Community Access Gallery) in the past five years will not be considered.
- Artists/Groups must be emerging or early career artists in order to apply.
- All successful and unsuccessful applicants will be notified of the outcome of their application in writing.
- Exhibitors must confirm their acceptance of offer in writing within two weeks of the date of offer, otherwise the Gallery may offer this opportunity to another applicant.
- The Gallery reserves the right to negotiate with successful applicants to extend, reduce or change the dates of an exhibition, if required.
- Not all applications are accepted. The committee aims to meet on a regular basis and respond to all applications in a timely manner. The decision of the selection committee is final and no correspondence will be entered into.

DURATION OF EXHIBITIONS

Exhibitions in the Project Space generally run for a period of 6 weeks. This time frame is negotiable with the Curators. There is an allowance for set up and demounting in addition to the exhibition period.



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INSTALLATION, DELIVERY AND COLLECTION OF WORK

Project Space exhibitions are curated by the Assistant Curator and installed by the gallery technical staff. For technically challenging installations, on some occasions the artists may be required to assist in exhibition setup and demount. This will be negotiated on a case by case basis, in advance of the installation period. Exhibitors will be required to deliver their work prior to the installation date and to collect their work after the exhibition closes. Exhibitors are responsible for all costs associated with transporting work to and from the Gallery.

EXHIBITION EQUIPMENT AND FURNITURE

Exhibitors must discuss their equipment needs with the Gallery no later than 3 months prior to the exhibition installation.

LRG may be able to supply digital video equipment, pedestals, shelves and stock frames depending on the requirements of other coinciding exhibitions.

Any exhibition items that contain electrical components sourced from outside of the gallery, must be tested by qualified personnel and display a current electrical safety tag. If such items are installed in the Gallery space without this requirement being met, the Gallery will arrange to do this at a fee of \$5.00 per item.

INSURANCE, MAINTENANCE AND SECURITY

The artwork is covered under Latrobe Regional Gallery insurance while on the premises. The exhibitors are responsible for all costs and organisation of insurance of works in transit.

Gallery staff will ensure that your exhibition is kept clean, and well presented throughout its duration. Security cameras monitor the exhibition space.

SALE OF WORKS

Exhibitors are permitted to sell their work in the Project Space. A 35% commission (including GST) applies to all works. LRG will not seek to act as a selling agent on behalf of the exhibitors and will not promote the work in regards to commercial returns. Instead, LRG will focus on providing professional exhibition conditions for the works and a promotional strategy which aims to broadly mirror the promotional efforts for the general exhibition program, as per "Advertising, Promotion and Acknowledgements".

INVITATIONS AND OPENING EVENT

LRG will undertake the production of email invitations for exhibitors. An opening event will be arranged and catered for by LRG.



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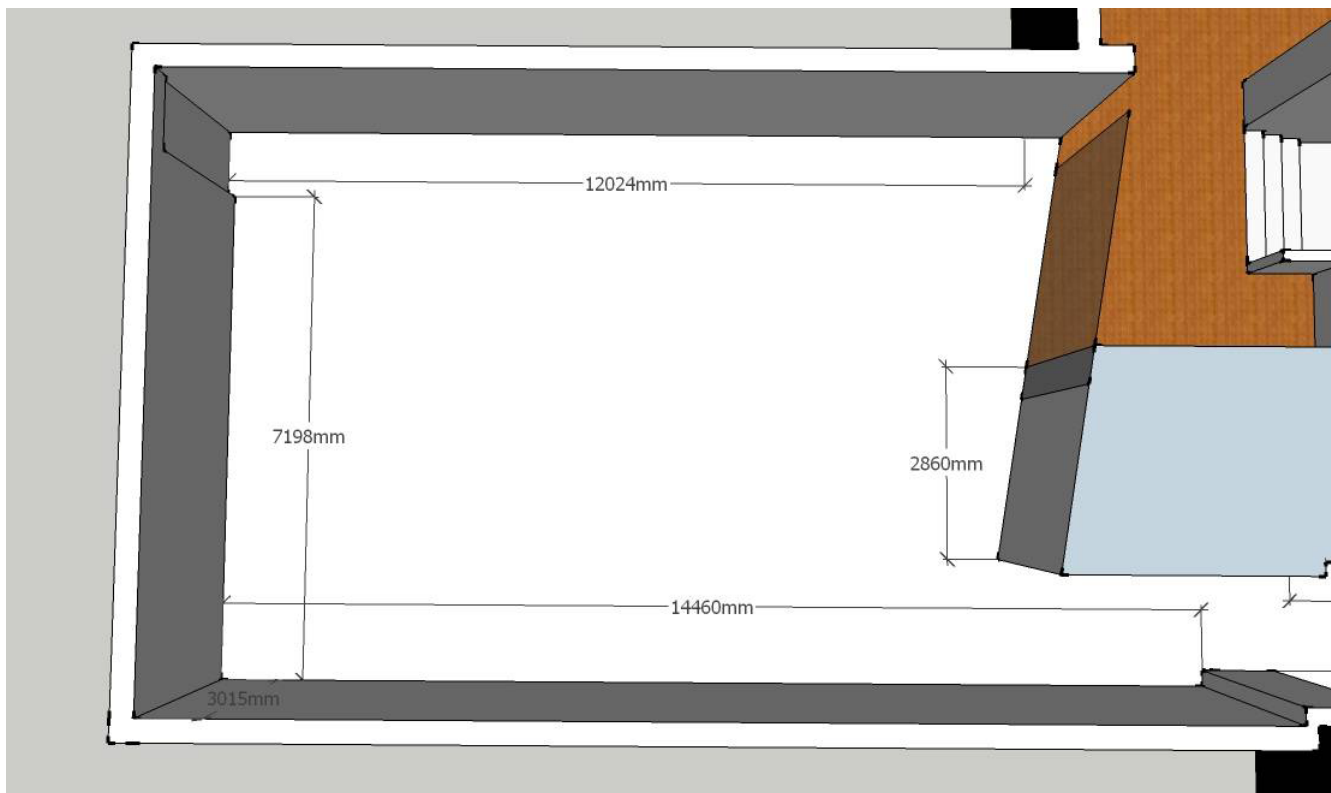
ADVERTISING, PROMOTION AND ACKNOWLEDGEMENTS

LRG will produce a media release for distribution to local media and will promote the exhibition to LRG members and the general public in a range of ways, which may include: the e-newsletter, social media and website.

If Exhibitors wish to promote their exhibition through advertising, flyers, posters or brochures they **must seek approval from the Gallery prior to making any arrangements.**

All **APPROVED** promotion, press releases, announcements, internet publicity, catalogues and other printed matter (including Curriculum Vitae listings) concerning the Exhibition shall carry the following venue credit line: ***Project Space at Latrobe Regional Gallery***

PROJECT SPACE DIMENSIONS





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CONTACT DETAILS

Name/s of Exhibiting Person/Group/Organisation

Contact Person (if Group/Organisation) _____

Position in Organisation/Group (if applicable) _____

Residential Address _____

Postal Address _____

Telephone _____

Mobile _____

Email _____

EXHIBITION DETAILS

Proposed Exhibition Title _____

Please complete and attach the following:

- Completed Application Form (this document)
- Written Exhibition Proposal (maximum one page, PDF)
- Optional - Exhibition Schematics and/or Diagrams (maximum two page, PDF)
- CV (maximum two pages, PDF)
- Visual Support Material (maximum ten images), saved in JPG format, with a total size of 3MB maximum.
- List of works (including artist/s, title, year, medium, dimensions)



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- I/We have read the Project Space Application Form and accept the terms and conditions of the Guidelines for Application within.
- I/We have supplied the above support material with the application form.
- I/We certify that the work submitted in my/our work and does not violate another party's copyright.

Name _____

Date _____

Signature _____

Applications may be submitted by post or email to:

Latrobe Regional Gallery
PO Box 264
Morwell VIC 3840

lrg@latrobe.vic.gov.au
Attention: Assistant Curator - Project Space Application

Enquiries about the Project Space application process can be directed to:

Email: lrg@latrobe.vic.gov.au
Attention: Assistant Curator - Project Space Enquiry
Phone: (03) 5128 5700