

Community Art Space Program

Scope & Conditions for Exhibiting

Ironbark Gallery, Strathfield Library & Innovation Hub

Aim of the Ironbark Gallery

The Ironbark Gallery is an exhibition space (30.5 running metres) which is available for new and established local artists and groups to display their works in a dedicated gallery space, located in the Strathfield Library & Innovation Hub. The purpose of this space is to promote local arts and culture, by providing a free exhibition space for local artists and community groups.

Included in the exhibition contract

- Allocated exhibition space in the Ironbark Gallery for an 8-week period.
- A professional curator to provide assistance and advice regarding planning your exhibition.
- Graphic design for your exhibition including invitations, labels and room sheet.
- Promotion of your exhibition including online via Strathfield Council's website, social media and hard copy distribution of invitation and posters.
- Organisation of an exhibition opening event.
- Administration of artwork sales for the duration of the exhibition.
- Optional free hire of library space for one free public program related to the exhibition.

Exhibitor responsibilities include

- Timely provision of images of all works, to be approved by the Curator (electronic versions preferred).
- All artworks to be completed and display ready at least 2 months before the install date.
- Provision of information for publicity purposes 2 months before the install date.

- Attendance at a minimum of 2 progress meetings at Strathfield Library & Innovation Hib or online with the Curator.
- Assist the Curator with the install and pack down of the exhibition.
- Responsible for transporting works to and from Strathfield Library & Innovation Hub, and if deemed necessary, this includes insurance coverage while in transit.
- Copyright permission for any material you want to use in your exhibition.
- Compliance with all WH&S standards as per Strathfield Council.

Selection process

Each exhibition proposal is assessed by a panel once a year. The assessment is based on selection criteria and the availability of the space. Strathfield Council endeavours to select proposals representing a variety of artists and art mediums.

Criteria for selection

- Individuals or groups who are based in the following local government areas which includes; Burwood, Canada Bay, Canterbury Bankstown, Inner West Council and Strathfield.
- Artistic merit and originality of proposed exhibition.
- Completeness of exhibition proposal, including support material.

Agreement to exhibit

Applicants will be notified by mail/email if their exhibition proposal has been successful or not. Successful applicants are offered a particular exhibition period. An offer to exhibit will be made on the basis of the individual's or group's application form and images of artworks submitted. Strathfield Council will organise an initial meeting with the successful Exhibitor to sign the *Agreement to exhibit* and discuss the exhibition project. The exhibition is only secured after the *Agreement to exhibit* has been signed by both parties.

Exhibition content and display

The curator will meet with the Exhibitor twice prior to install. A room sheet or individual work labels and an introductory label for the exhibition will be produced based on content provided by the Exhibitor.

The Exhibitor agrees to provide one digital folder via WeTransfer, Dropbox, or USB stick with the following:

- Room sheet or individual work labels and introductory label information in a word document using the templates provided.
- Image files in JPEG or TIFF format, each file minimum 1MB in size.

Final edits to the introductory label and room sheet or individual work labels need to be sent to the Curator no later than 3 weeks prior to install. On install day, no additional works or alternative works can be submitted.

All exhibitions are to be displayed using a hanging system with wires and hooks. It is strongly advised that artworks on paper or canvas are framed or mounted to ensure that they can be hung correctly. A magnet system is available for installing small works on paper that are not mounted or framed. This is subject to negotiation and assessment by the Curator.

Copyright

If an Exhibitor wants to use material within their own work where the copyright is owned by another person or organisation, then they must seek the copyright owner's permission. Strathfield Council will need written proof of copyright clearance before such items can be exhibited. Strathfield Council will seek permission to use any material from the exhibition for promotional purposes. Therefore, the Exhibitor will be required to sign a *Copyright waiver*.

Exhibition promotion

The Exhibitor is required to submit a high-resolution image, any logos required and a short exhibition description to Strathfield Council at least two months prior to the allocated exhibition open date. Strathfield Council will design and print an invitation and poster. Both hardcopy (40 invitations) and softcopy versions will be given to the Exhibitor.

Strathfield Council will promote all exhibitions in the Ironbark Gallery on its website, Artshub and where appropriate in other Council publications, including social media. A media release will be produced to be published on Strathfield Council's website and distributed to local media. Ironbark Gallery will send promotion to designated points in the local government area. Posters will be on display at selected Strathfield Council facilities.

Insurance

Strathfield Council will provide insurance for damage or loss for works of art up to the value specified against it on the *Inward Loan Agreement*. Exhibitors are responsible for insurance of works in transit. An inward loan agreement records the condition and insurance value of all works of art on loan. Without a completed inward loan agreement Strathfield Council is not responsible for the artworks. Evidence of damage while in Strathfield Council's custody will be promptly reported to the Exhibitor.

Artwork sales

There is a 20% commission on all artwork sales. Strathfield Council handles all artwork sales. Sold artworks must remain on display until the end of the exhibition period.

Delivery and collection of works

Exhibitors are responsible for transporting their works to and from the Ironbark Gallery and any costs associated with this transport.

Storage

There is no storage space available at Ironbark Gallery for artworks to be stored prior to or after exhibition dates.

Installation and pack down of exhibition

All works must be ready to hang when they are brought to the Ironbark Gallery. All works must have "D ring" hooks attached to the back of the artwork. The internal measurements for the D ring should be no less than 7-10 mm to accommodate for the width of the hooks used on the Gallery track system. Artworks must not be heavier than 10kg for hanging works. Exhibitions are most commonly installed within one day.

The Curator will be responsible for the final decision of the layout of the exhibition. The Exhibitor is expected to assist with the install of the exhibition. All works must be removed at the negotiated time upon completion of the exhibition. Strathfield Council will not be liable for any responsibility if the Exhibitor, or any person(s) associated with the Exhibitor injures themselves during the install or bump-out of the exhibition. Exhibitors are responsible for their own actions and perception of obvious risks in assisting with the install or bump-out of the exhibition. Strathfield Council will provide a venue that is free of any foreseeable hazards according to Council's Work Health & Safety Policy. Exhibitors should assess the area and any concerns should be brought to the attention of Strathfield Council staff. Installation must take place during the opening hours of Strathfield library.

Exhibition opening

Ironbark Gallery exhibitions will be allocated a date and time for an exhibition opening event. These events are free and open to the general public as well as the Exhibitor's friends and family. A representative of Strathfield Council will speak at the opening. The Exhibitor is welcome to organise a guest speaker, or speak themselves, if they wish, pending approval from Strathfield Council. Speeches are followed by viewing of the exhibition and refreshments. Plans for the official opening must be confirmed with the Curator at least three weeks before install.

The exhibition opening date will be at a time agreed by both the Exhibitor and Ironbark Gallery. The preferred time for exhibition openings is Thursday evenings. Other times are subject to approval.

Ironbark Gallery will supply tea, coffee and biscuits, as well as cups and saucers and kitchen facilities. The Exhibitor is welcome to organise any additional catering. Alcoholic consumption is not permitted on these premises.

Exhibitors are welcome to organise music/live entertainment at their event but will need to discuss this with the Curator at least two before install. Exhibitors will be responsible for assisting Ironbark Gallery staff with the clean-up of your event if required.

Supervision of exhibition

The exhibition space is not under direct constant staff supervision, although Strathfield Library staff are on the premises at all times during opening hours. Should constant direct supervision of the artworks be required, this is the responsibility of the Exhibitor.

Supervision arrangements must be approved by Strathfield Council prior to installation.

Public Program (optional)

A one-day free hire for a not-for-profit public program directly related to the exhibition. This is subject to the Exhibitor submitting a proposal which will be assessed by the Curator.

Cancellation of exhibition

Strathfield Council reserves the right to cancel an exhibition if any of the terms and conditions as outlined in this document are contravened or unforeseen circumstances arise.