

EXHIBITING IN MONASH

GUIDELINES





Image: TREATY Exhibition at The Track Gallery, NAIDOC Week July 2022

WELCOME!

This document is designed to assist you in planning for your exhibition in Monash.

Monash Council operates The Track Gallery in Mount Waverley and a range of Creative Spaces across our Library Services.

Monash Gallery of Art (MGA) provides a curated program with a focus on photography. If you are interested in the MGA program, you can get in touch with the team via email mga@monash.vic.gov.au

ABOUT OUR PROGRAM

Our program is designed to support Monash based emerging and established artists, and community arts groups to produce exhibitions for the community to enjoy.

An exhibition at The Track Gallery or one of our Creative Spaces can be an important first step for emerging artists to establish their practice, and we encourage you to make a time to discuss your proposal **prior to submitting an exhibition proposal.**

You can get in touch with us via email exhibitions@monash.vic.gov.au

We invite proposals from all artists and groups that are based in Monash including:

- ✓ Local emerging and established artists
- ✓ Local arts and cultural groups
- ✓ School groups and children's workshop groups

Please note: our spaces are not designed for commercial sales of artwork. Artists may opt to have work for sale, we do not charge commission on any direct sales of artwork, and do not directly facilitate this in any of our venues.

ABOUT OUR SPACES

THE TRACK GALLERY

The Track Gallery is located at Mount Waverley Community Centre.

The Track Gallery is a dedicated gallery space that is fitted out with lighting, display cases, hanging track system and furniture and provides 37m of lineal hanging space.

It is set in a busy community centre with a range of annual community events, and cultural and community groups that meet weekly and monthly.

Exhibitions at The Track Gallery are for 2 weeks or 4 weeks subject to availability. Bookings run from Tuesday – Monday, with launch events on Friday evening preferred (see floor plan below for additional spaces).

There is a **weekly fee** to exhibit in this space which is updated each year as part of Council's annual budget process. You can apply for a grant to cover the hire fee and other exhibition costs.

The Track Gallery is co-operated with the Monash Community Arts Society (MONCAS) who can assist you as an auspice for your grant and to promote your exhibition.

All artists and groups that exhibit at The Track Gallery are required to 'sit' the gallery during opening hours and will be required to install their exhibition and reset the gallery at the end of their exhibition.

Submit your proposal online: <https://bit.ly/exhibitinmonash-eoi>

Location	Key Information
The Track Gallery 45 Millers Cr Mount Waverley	<ul style="list-style-type: none">✓ 37m of linear hanging space, gallery lighting, display cases and furniture✓ Open at least 5 days per week 11am – 3pm✓ Artist/ group required to sit the gallery

CIVIC GALLERY

Civic Gallery is a new exhibition space designed to support and showcase Monash-based artists.

Located in the foyer of the Monash Civic Centre in Glen Waverley, the Civic Gallery hosts painting, photography, drawing and works on paper.

Proposals to exhibit at Civic Gallery are accepted throughout the year. This space is available to individual or small groups of Monash-based artists. This space is not suitable for community groups or student exhibitions.

Exhibitions are changed every 8-12 weeks, and there is no charge to exhibit in this space.

Assistance is available to hang works – this must be noted in your exhibition proposal.

Submit your proposal online: <https://bit.ly/exhibitinmonash-eoi>

Locations	Key Information
Civic Centre 293 Springvale Rd	<ul style="list-style-type: none">✓ Approximately 25m of lineal hanging space✓ Support available to curate and present exhibitions✓ Able to host an exhibition launch✓ Open during business hours

CREATIVE SPACES

Creative Spaces are located within four of Monash's six public libraries.

These spaces include hanging track and are suitable for small displays of two-dimensional works only. There is no specific gallery lighting apart from normal ambient light within the venue.

Exhibitions in Creative Spaces are 6-8 weeks and do not require a fee and are open whenever the library is open.

Assistance is available to hang works – this must be noted in your exhibition proposal.

Artists and groups interested in these spaces are strongly advised to **visit the spaces prior** to making an exhibition proposal.

Submit your proposal online: <https://bit.ly/exhibitinmonash-eoi>

Locations	Key Information
Oakleigh Library 148 Drummond St	<ul style="list-style-type: none">✓ Approximately 3m of linear hanging space in library foyer
Glen Waverley Library 112 Kingsway	<ul style="list-style-type: none">✓ 5m and 2m sections of linear hanging space located in the program/ reading room✓ Further hanging space available in the children's section of the library
Mount Waverley Library 41 Miller Cr	<ul style="list-style-type: none">✓ Approximately 8m of linear hanging space divided into 3 sections throughout the library
Wheelers Hill Library 860 Ferntree Gully Rd	<ul style="list-style-type: none">✓ 2m and 3m sections of lineal hanging space located in the study area

EXHIBITION PROPOSALS

Exhibition proposals are accepted throughout the year, however if you wish to seek a community grant to cover the costs of your exhibition, you will need to have your dates and a quote confirmed (if applicable) **before** you submit your grant application.

Please see Council's website for the most up to date information about our Community Grants program including deadlines.

www.monash.vic.gov.au/community-grants

Individuals will require an auspice to apply for a community grant.

WHAT TO INCLUDE

Your exhibition proposal should include the following information:

- ✓ A description of the artworks you wish to exhibit, including the themes and concepts explored, and number and type of artworks you will show.
- ✓ A description of your arts practice, or your community group including your level of experience (hobbyist, student, emerging, mid-career or established).
- ✓ A selection of images that are indicative of your practice and what you will show in the exhibition.
- ✓ An indication of your preferred dates. You can check what dates are available in The Track Gallery by visiting our online calendar: <https://bit.ly/trackgallerypublic>
- ✓ All of this information should be entered into the online form along with your contact details, your insurances and your auspice (if applicable).
- ✓ Submit your proposal online: <https://bit.ly/exhibitinmonash-eoi>

WHAT HAPPENS NEXT?

THE TRACK GALLERY: Once your exhibition proposal has been accepted, you will be sent a quote and booking agreement from the Monash Halls team. This quote can be used as part of your grant application.

CREATIVE SPACES: Once your exhibition proposal has been accepted, we will confirm dates with you via email.

PROMOTION: We will be in touch to confirm your exhibition details and seek a promotional image to use in our quarterly calendar and arts newsletter.

USING AN AUSPICE

Monash Community Arts Society (MONCAS) can assist you as an auspice for your grant. They are not able to advise on your grant application.

You can contact them directly via email reachmoncas@gmail.com

Alternatively, any non-profit community organization can act as an auspice, or you can engage Auspicious Arts to manage the grant on your behalf.

<https://www.auspicious.com.au/services>

HAVE QUESTIONS?

You can get in touch any time via email if you have a question about your exhibition or applying for a grant: exhibitions@monash.vic.gov.au

YOUR EXHIBITION

The following tips and tricks will assist you to plan and install your exhibition safely.

We encourage all artists and/or groups exhibiting at The Track Gallery to attend an induction session prior to installing.

Contact exhibitions@monash.vic.gov.au to find out more.

PLAN AHEAD

- ✓ **6+ months out:** [submit your exhibition proposal](#), attend an induction at The Track Gallery, book additional space for your launch night (see floor plan below).
- ✓ **12 weeks out:** prepare your [100-word exhibition statement](#), select your hero image (the image you will use to promote your exhibition) and send to exhibitions@monash.vic.gov.au for advice and approval.
- ✓ **8 weeks out:** [create your event listing on Council's website](#), finalise any marketing materials and invite people to your opening!
- ✓ **4 weeks out:** finalise your selections, prepare signage and artwork labels. Confirm your 'sitting' roster.
- ✓ **2 weeks out:** ensure your artwork is exhibition ready, purchase any additional fixings and supports.
- ✓ **1 week out:** confirm catering numbers, send a reminder to your guests and networks.
- ✓ **2 days out:** wrap and pack your artwork ready for transport.

PREPARE YOUR ARTWORK

- ✓ If you haven't had your work professionally framed, you will need to consider the fixings and supports your artwork will require.
- ✓ For works on canvas or framed works, steel plates or D-rings and a plastic-coated picture wire [attached 1/3 from the top of the frame](#) will support your work.
- ✓ For unframed works on paper, attach to a support (like mat board or foam core) then use a bulldog clip or adhesive hanging tab to [attach to the hanging system](#).
- ✓ For sculptures, ceramics, glass and jewellery consider enclosing these in a display case (The Track Gallery has two) or use a plinth to display your work.
- ✓ Make sure you [pack your work safely for transport](#).

GET READY TO INSTALL

- ✓ Review the JSA and ensure you have all of the tools, equipment and information you need.
- ✓ If you are holding a group show, it's a good idea to register artworks as they are delivered (keep a detailed list and note any marks or damage).
- ✓ Layout your works, think about the relationships between artworks and group them to tell a story. [Less is more](#).
- ✓ Brief your installation team and ensure everyone know what their job is. Make sure your rest for at least 5 minutes each hour to reduce any stressors and strains.

CONDITIONS OF USE

Operations – General

1. All exhibition spaces including The Track Gallery are owned and operated by Monash City Council and are subject to any applicable policies, procedures and direction from Council Officers.
2. Sale of artwork from any of Council's exhibition spaces is the responsibility of the artist and/or group. Council will not facilitate any sale of artwork and will not charge commission on any sales generated via exhibitions.
3. Artists and/or groups are responsible for all installation costs, additional equipment and materials.
4. No artworks or signage may be pinned, glued or in any way adhered to any walls without prior written approval from Council.
5. Interpretative signage and panels may be adhered to walls using approved materials:
 - a. White tac – or similar white non-marking adhesive
 - b. Removable clear mounting squares or tape
 - c. Removable museum glue
 - d. Removable printable labelling

Operations – Track Gallery

6. Artists and/or groups are responsible for all exhibition and installation costs including venue hire fees, marketing and signage.
7. Artists and/or groups are responsible of any costs to adjust and reset track lighting. Track lighting **should not be adjusted** by anyone other than Council Officers or contractors.
8. Furniture and equipment **should not be removed** from other spaces in the venue without written confirmation from Council's Halls team.
9. Artists and/or groups are responsible for maintaining minimum agreed opening hours at Track Gallery (nominally Wed – Sun, 11am – 3pm), and must provide at least one person to open and supervise the gallery during opening times.
10. Upon conclusion of the exhibition, the gallery space must be returned to a neutral state – this means:
 - a. All hanging equipment, droppers and hooks removed and neatly rolled and stored
 - b. All interpretative panels, signage and materials removed
 - c. Lighting track to be reset to neutral position
 - d. All equipment cleaned and stored

Content

11. All exhibition titles, content, marketing materials and interpretive panels must be approved by Council Officers prior to publication or installation.
12. Monash City Council reserves the right to remove any artwork or materials from display that it deems to be contrary to community standards and Council's values.
13. Any marketing or publicity materials, catalogues and signage should use the templates supplied by Council.

Safety & Security

14. All artworks should be supplied ready to hang using the supplied hanging system.
15. Any works that do not have appropriate fittings or supports suitable for public display will be removed.
16. Any electrical items must be tagged and tested prior to installation.
17. A simplified Job Safety Analysis (JSA) is available for artists and/or groups exhibiting at Track Gallery. All people involved in the installation of artworks should be inducted using the JSA.
18. Artists and/or groups exhibiting at Track Gallery should consider personal safety and working alone when developing their roster and working in the space.

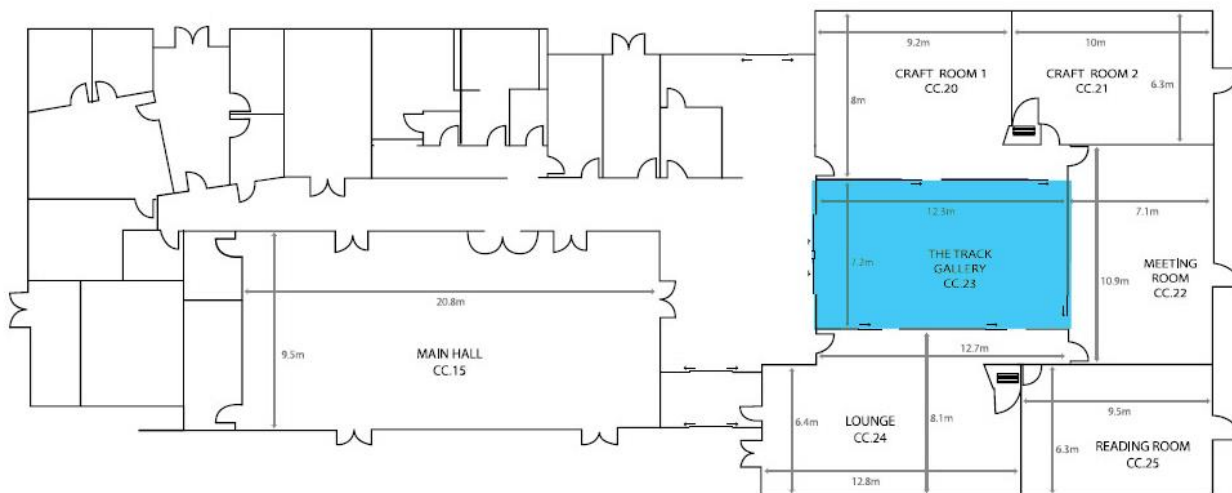
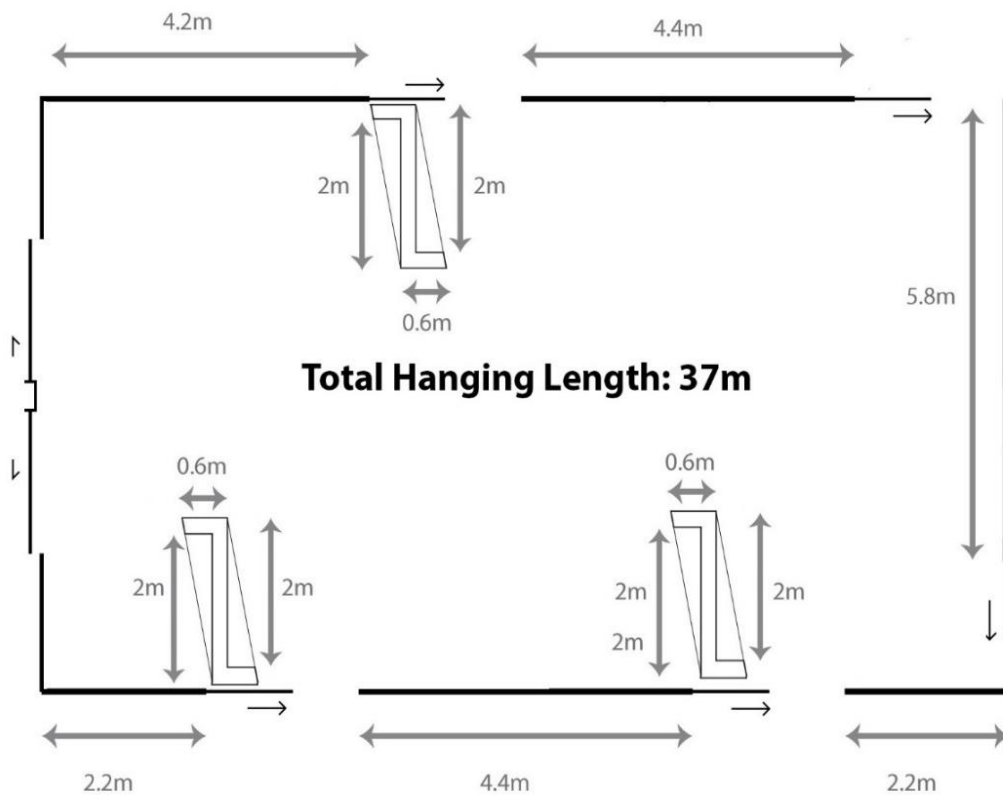
Liability & Insurances

19. Artists and/or groups indemnify Monash City Council for any loss or damage to artworks exhibited in its venues.
20. Artists and/or groups are responsible for insuring their own work against loss or damage.
21. Artists and/or groups exhibiting at Track Gallery will need to supply Public Liability Insurance (PLI), or purchase Council's community PLI.

Payment & Cancellation

22. Artists and/or groups exhibiting at Track Gallery are responsible for payment of fees which are subject to Council's Halls Booking Guidelines.
23. Bookings are not confirmed until payment is received.
24. Any cancellations must be received in writing at least 8 weeks prior via email to exhibitions@monash.vic.gov.au
25. Penalties may apply for cancellations without notice and may impact on future exhibition applications.

APPENDIX 1: THE TRACK GALLERY FLOORPLAN & EQUIPMENT



Equipment Included

- ✓ 3 x Movable walls
- ✓ 2 x Glass Display Cases
Display area: 30cm(h) x 100cm(d) x 100cm(w)
- ✓ 2 x Round Tables
- ✓ 4 x White Chairs
- ✓ 2 x Bench seats
- ✓ 1x Step ladder with 120kg loading
- ✓ Droppers (2m drop)
- ✓ Hooks
- ✓ Provision for up to 50 works

APPENDIX 2: JOB SAFETY ANALYSIS

Location: The Track Gallery	
Prepared by: Creative Industries Lead	Date Reviewed: 30 November 2022

Activity	Hazards	Risk Control Measures	Responsibility
Transport, movement and storage of artworks in space	<ol style="list-style-type: none"> 1. Manual handling: lifting works over 10kg, awkward shapes and sizes 2. Trips and falls: tripping over works left on floor 	<ol style="list-style-type: none"> 1. Implement manual handling controls: <ol style="list-style-type: none"> a. Use trolleys where available b. Use 2-person lift c. Provide manual handling training 2. Implement trip controls: <ol style="list-style-type: none"> a. Establish temporary exclusion zone where works are stored (bollard and tape) b. Monitor for trip hazards and move artworks and objects where required 	<ol style="list-style-type: none"> 1. Exhibitors (a&b) Council (c) 2. Exhibitors
Use of hanging system and tools	<ol style="list-style-type: none"> 1. Working at heights: use of step ladder to access hanging rail 2. Reaching overhead: extending reach over head to install works, risk of strain and stress 3. Cuts and strain: adjustment of hooks, hanging wires 4. Trip hazard: tools and equipment left on floor 	<ol style="list-style-type: none"> 1. Implement working from height controls: <ol style="list-style-type: none"> a. Ensure step ladder is weight rated for the person using it. b. Do not use step ladder when working alone. 2. Minimise time spent reaching above shoulder height and alternate between tasks above and below shoulder height. 3. Use only supplied tools and fittings with hanging system. 4. Use a worktable to rest tools and equipment when not in use. 	<ol style="list-style-type: none"> 1. Exhibitors 2. Exhibitors 3. Exhibitors 4. Exhibitors
Lifting and holding works in position	<ol style="list-style-type: none"> 1. Manual handling: muscular stress/ overuse injury 	<ol style="list-style-type: none"> 1. Implement manual handling controls: <ol style="list-style-type: none"> a. Use 2-person lift b. Provide manual handling training 	<ol style="list-style-type: none"> 1. Exhibitors (a) Council (b)
Adjustment of lighting	<ol style="list-style-type: none"> 1. Working at heights: working above 2m 2. Equipment damage: due to improper handling 	<ol style="list-style-type: none"> 1. Exhibitors may not adjust gallery lighting. If lighting needs to be adjusted, exhibitors may engage one of Council's contractors or Officers for an additional fee 2. As above 	<ol style="list-style-type: none"> 1. Council 2. Council
Gallery sitting, opening and closing	<ol style="list-style-type: none"> 1. Working alone: remaining onsite after normal opening hours 2. Open/ close procedure not followed, building left unsecured 	<ol style="list-style-type: none"> 1. Implement safe work practices: <ol style="list-style-type: none"> a. Roster to work in pairs after 5pm b. Provide emergency contact details 2. Ensure new exhibitors are properly inducted to venue and operations. 	<ol style="list-style-type: none"> 1. Exhibitor
Equipment or property loss and damage	<ol style="list-style-type: none"> 1. Equipment or property damage: due to improper handling/ supervision 2. Equipment or property loss: due to site being unsupervised 	<ol style="list-style-type: none"> 1. Ensure new exhibitors are properly inducted to venue and operations. 2. Ensure site is fully supervised during opening hours 	<ol style="list-style-type: none"> 1. Council 2. Exhibitors