



EXHIBITION SPACE APPLICATION PACK

THE EXHIBITION SPACE

The Queen Victoria Women's Centre is a heritage building located in the heart of Melbourne's CBD. The Exhibition Space is located on the ground floor of this historic building. The Exhibition Space is open to the public during business hours and artists are not required to gallery-sit. The Exhibition Space features an integrated hanging system at a height of 3 metres which provides ample space for large works, an adjustable low voltage track lighting system and offers good natural light. The fine print is below ...

Opening Hours

- 8.30am – 5.00pm Monday to Friday

Exhibition and Installation Guidelines

- Each exhibition runs for one month
- Exhibitions are free
- Exhibitions appearing in the exhibition space are to be consistent with the objectives of the Queen Victoria Women's Centre ("QVWC")
- Installation will be the responsibility of the Artist.
- QVWC is a non-commercial art space. It will not facilitate the sale of work from the gallery but does not take a commission on sales. It is up to the discretion of the artist/s to decide whether their work is for sale or not. QVWC will happily put potential buyers in contact with the Artist/s.

Selection Process

- QVWC will select exhibitions in accordance with selection criteria reflecting the organisation's values and its decisions will be final. Applicants will be contacted within two weeks of QVWC's receipt of application
- Artists will be asked to meet with QVWC staff to plan their exhibition
- Artists will be asked to sign a very simple letter

QVWC will:

- Provide the gallery for a one month exhibition
- Provide use of QVWC ladder
- Provide an easel for artists to display promotional material
- Provide a timely response to exhibition enquiries
- Provide public liability insurance for visitors to the exhibition
- Familiarise the artist/s with the QVWC premises, so they are familiar with the facilities.
- Promote the exhibition via the QVWC's social media e-newsletter and list as an event on the QVWC website.
- Ensure that the exhibition space is kept at a reasonable standard of maintenance
- Provide a letter of support for funding bodies or other supporters upon request from a successful applicant

As an exhibiting artist you are responsible for:

- Installing your exhibition
- De-installing your exhibition
- Promoting your exhibition
- Providing (arranging and paying for) transport of your work
- Returning the exhibition space to pre-exhibition condition
- Presenting quality works that can fully utilise the space available for the full duration of the exhibition (one month)
- Providing a typed catalogue of works for exhibition space visitors
- Ensuring that works to be displayed on the walls are framed, unless written permission is provided by the QVWC for a different form of display
- Ensuring works are displayed in a manner that does not damage the heritage fabric of the building
- Accepting liability for any loss or damage to the artwork/s and/or personal possessions during the Exhibition. It is the artist/s responsibility to arrange all and any insurance against theft, loss or damage to the artwork and/or the artist/s belongings for the duration of their exhibition - including installation and de-installation.
- Accepting that QVWC shall not be held responsible for any personal injury or illness sustained on the QVWC premises during the course of the exhibition period, including the installation/de-installation period.

Contact Us

For questions and queries:

Naomi Podbury
Venues Manager
P: 03 8668 8109

E: venues@qvwc.org.au

**EXHIBITION SPACE APPLICATION PACK**

Applicant Name	
Address	
Phone	
Email	
Website	
Title of Exhibition	
Type of artworks	
Are you proposing a solo exhibition or group exhibition?	
If group, please list the names of the artists involved.	

What is your artistic or curatorial rationale (i.e. what are you doing, why now, why do you love it!)?

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Please explain how the exhibition will encourage new audience development and women's participation in visual arts practice?

In what ways does the exhibition relate to the values of the QVWC:

- Respect through empathy
- Courage
- Innovation
- Inclusion (and therefore accessibility)



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Are you an Aboriginal or Torres Straits Islander person?

- Yes
- No
- Prefer not to answer

SUPPORT MATERIAL INFORMATION

Please provide support material supplied in at least one of the following formats:

SOFT COPY VIA EMAIL:

- PDF with images
- Specific URL

HARD COPY VIA SNAIL MAIL:

- CD / DVD images
- CD Audio

NOTE: *Please do not include original hard copy material as it will not be returned.*

Please indicate whether your support material is the actual work you are hoping to exhibit, or past work indicative of your style:

ACTUAL WORK

INDICATION OF STYLE

ARTIST CURRICULUM VITAE

Please attach a one A4 page CV for each participating artist.

APPLICATION CHECKLIST

- | | |
|------------------------------------|--------------------------|
| COMPLETED COVER SHEET | <input type="checkbox"/> |
| SUPPORT MATERIAL | <input type="checkbox"/> |
| PROJECT DESCRIPTION (MAX 50 WORDS) | <input type="checkbox"/> |
| CVS FOR EACH ARTIST | <input type="checkbox"/> |

NOTE: *Applications will not be returned.*

NAME: _____

DATE: _____

SIGNATURE: _____