

Exhibition Proposal Submission Form



Privacy Notice: Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed by local artists wishing to submit an exhibition proposal for the Rockhampton Museum of Art exhibition program. Exhibition proposals can be submitted at any time, but will be subject to museum procedures, protocols, and the availabilities of the Art Advisory Group. Please note that RMOA receives a large number of submissions; submitting an application does not guarantee an exhibition. Your application will receive an outcome and feedback as decided by the Art Advisory Group.

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| Artist Details | | |
|--|--------|-----------|
| Name of artist/group: | | |
| Contact name: <i>For group projects, please nominate one contact person.</i> | | |
| Preferred contact number: | Email: | |
| Are you a First Nations identified artist (Aboriginal, Torres Strait Islander and/or Australian South Sea Islander)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>The Rockhampton Museum of Art will use this information to direct your exhibition proposal to the Rockhampton Museum of Art First Nations Reference Group, if necessary.</i> | | |
| Residential Address | | |
| Street number and name: | | |
| Suburb: | State: | Postcode: |
| Postal address (if different): | | |
| Preferred communication method: <input type="checkbox"/> Email <input type="checkbox"/> Post <i>Email is the standard form of delivery. If this method is unsuitable, please select an alternative.</i> | | |
| Exhibition Brief | | |
| Proposed exhibition title: | | |
| Are the artworks existing and available now? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| When will the exhibition be available to display? <i>Please note, exhibitions are programmed at least two years in advance.</i> | | |
| Please provide your exhibition's concept: (limit of 1,000 words) <i>Explain the themes or questions informing the proposed exhibition, relating to the criteria below:</i> | | |
| <ul style="list-style-type: none">▪ <i>New work and innovative ideas that inspire diversity.</i>▪ <i>Quality artwork presented in a well-developed rationale and layout.</i>▪ <i>Quality supporting images.</i>▪ <i>Artists/curators with exhibition experience.</i>▪ <i>Artist/s or curator/s from the areas governed by Rockhampton Regional Council, Livingstone Shire Council, Woorabinda Aboriginal Shire Council, Central Highlands Regional Council, or Banana Shire Council.</i>▪ <i>Art practices with cultural connection to the Rockhampton region or surrounds.</i> | | |

Please identify the relevant target audience/s for your exhibition:

- | | |
|---|---|
| <input type="checkbox"/> Aboriginal, Torres Strait Islander and/or Australian South Sea Islander people | <input type="checkbox"/> LGBTQIA+ |
| <input type="checkbox"/> People from a non-English speaking background | <input type="checkbox"/> Women |
| <input type="checkbox"/> People with disability or neurodiversity | <input type="checkbox"/> Younger people |
| | <input type="checkbox"/> Older people |

Exhibition Design

Designed for: Gallery 1 Gallery 2.1 Gallery 2.2 Vitrine Gallery Atrium Gallery Long Gallery

Please describe how the artwork/s will physically look when installed in a gallery space, including estimated measurements and quantities, and any audio or screen-based elements: *(limit of 500 words)*

Exhibitors are encouraged to be familiar with the spaces of the Rockhampton Museum of Art to know which space suits their exhibition.

Cultural Protocols

Does your proposal make reference to, or include, Aboriginal and/or Torres Strait Islander peoples or their cultural materials? Yes No

If yes, please explain how you will adhere to cultural protocols and appropriately engage with Aboriginal and/or Torres Strait Islander peoples: *(limit of 500 words)*

Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

- Artwork images (maximum of five) that support the exhibition's concept and design.
- Artist CV for each proposed artist, including a 100-word biography. Please provide exhibition history so the panel can make an informed decision about the artist's qualifications and experience.
- A sketch or plan for the exhibition's design *(if needed)*.
- Any documents that support cultural protocols *(if needed)*.

Declaration

I submit this form with the relevant supporting documentation as required. I hereby certify that all artists included in this exhibition proposal have confirmed their inclusion and are providing their own original work. Should this proposal be accepted into the Rockhampton Museum of Art's exhibition program, I hereby agree to the RMOA Exhibitions Terms and Conditions.

Name:

Signature:

Date:

RMOA Exhibitions Terms and Conditions

About Rockhampton Museum of Art

Rockhampton Museum of Art (RMOA), part of Rockhampton Regional Council, is a leading art institution for the Central Queensland region and the state. Its new building, featuring state-of-the-art gallery spaces, program rooms, shop and café, opened to the public in February 2022. RMOA staff apply their expertise to develop and deliver high-quality exhibitions and supporting programs for a wide audience including tourists, schools, families, people of diverse cultural backgrounds, and people with disabilities.

Throughout its activities, RMOA is committed to investing in regional artists across the Rockhampton and greater Central Queensland region. The Museum provides a range of opportunities to local artists, including opportunities as workshop or program facilitators, artists-in-residence, school holiday programs, children's activities designer, and artisans in the RMOA Store. Furthermore, local artists and creative practitioners are welcome to submit exhibition proposals to RMOA for consideration for the exhibition program. Proposals are reviewed and assessed by the Art Advisory Group, a group that includes the RMOA Director, Curator, and up to two community advisors.

RMOA delivers an ongoing exhibition program across several different galleries within the new building. It has two large exhibition spaces on the Ground Floor and Level 2, a small Vitrine Gallery near the Level 2 deck; the Long Gallery on Ground Floor including a 13-metre tall wall; and a window-filled Atrium Gallery viewable from all levels. The Ground Floor's Gallery 1 is 16 metres wide and 30 metres long, with a ceiling over eight metres high, while the Level 2 space ceiling is around four metres high and is split into two 16 x 30 metre spaces. Ceilings have track lighting and hanging capabilities. The floor is polished concrete and contains the building's museum-grade air conditioning system via floor grills. The gallery spaces have power and data positioned throughout.

RMOA can provide audio-visual equipment, exhibition plinths and other display furniture, and build customised modular walls as required.

Exhibitors are encouraged to familiarise themselves with RMOA's exhibition spaces before submitting an Exhibition Proposal Submission Form, to know which space would best suit their brief.

What RMOA provides to exhibitors accepted into the exhibition program:

- Exhibition fee, subject to the size of the exhibition space.
- Exhibition space with museum-grade facilities.
- Professional support from RMOA's curatorial staff in planning and design.
- Professional technical support for installing and lighting the exhibition.
- RMOA letters of support and advice regarding grant applications.
- Invigilation by staff and volunteers and after-hours security system.
- Vinyl signage and other exhibition design.
- Exhibition launch event in alignment with other concurrent exhibition/s at RMOA.
- Inclusion in RMOA exhibition promotional material.
- Provision of key dates/exhibition timeline and an artwork content list template.

The exhibitor's responsibilities include the following, delivered by deadlines negotiated with RMOA curatorial staff:

- Availability for exhibition planning with RMOA curatorial staff throughout the exhibition's planning and development.
- Information for inclusion in RMOA's exhibition promotional material.
- Selection of high-quality digital images with comprehensive captions, to be used for exhibition promotion.
- Proposed exhibition layout including each artwork's dimensions and technical display requirements.
- All works must be supplied ready for display with appropriate hooks, supports and attachments or with installation methods as approved by RMOA.
- Short biographical statement, artist statement, comprehensive list of works and other relevant information for exhibition planning.

RMOA Exhibitions Terms and Conditions

- Scheduled drop-off and collection of artworks at RMOA, before and after the exhibition dates.
- Drafts of any non-RMOA exhibition promotion or advertising to RMOA for approval by Council (must include Rockhampton Regional Council and Rockhampton Museum of Art logos).
- Liaise with RMOA regarding grant applications related to the exhibition (if successful, provide RMOA with copy of the funding agreement).
- Participate in a public program that supports the exhibition, as negotiated with RMOA's Engagement and Learning staff.
- Any additional costs associated with the hire or purchase of non-standard display equipment or additional expenses associated with the presentation and display of the exhibition's artworks will be the responsibility of the exhibitor.

Exhibition Planning Process

- RMOA is committed to being a safe space for all people. The display of artworks that may cause potential mental or physical harm to visitors or staff must be negotiated with RMOA curatorial staff to minimise or eliminate risk.
- All decisions regarding the display of work must be made in consultation with the Curator. The artist/s should provide floor plans/layouts for review prior to installation. The Curator retains the right to make final decisions on presentation and will discuss any changes with the artist/s prior to install. Exhibition equipment and design components are subject to availability and budget considerations.
- The number of works to be displayed will be at the discretion of the Curator. RMOA reserves the right not to display works considered unsuitable for any reason or if the quality or quantity of work submitted is inappropriate for the exhibition space. The exhibitor will be consulted during the installation of any such instance.
- Installation of all exhibitions occurs with strict adherence to Rockhampton Regional Council safety standards. A risk assessment process occurs prior to the installation of artwork and exhibitors must notify RMOA about any potential health and safety issues connected to the exhibition, especially if special installation equipment is required.
- RMOA is a public gallery and as such will not conduct the sale of work. If a visitor is interested in purchasing a displayed artwork their details can be passed on to the exhibitor/s. Please note that arrangements for the collection and distribution of sold artworks are the responsibility of the artist and must take place outside the museum premises after the conclusion of the exhibition.