



Exhibition Policy

This policy is intended to give guidance concerning the procurement of temporary exhibitions at the Borough Museum and Art Gallery. This is to ensure that prospective exhibitors are aware of the Gallery's need to promote and encourage arts education, audience development, social inclusion, life long learning and presentations which are complimentary to Newcastle Borough Museum and Art Gallery's annual exhibitions programme.

combj/APR2015

Mission Statement

The Borough Museum and Art Gallery aims to provide a diverse programme of exhibitions and events that will appeal to a wide cross section of the community, attracting new and existing audiences. The exhibitions programme will include, wherever possible, exhibitions that encompass the following:

- A community based / locally inspired arts exhibition
- A travelling, national exhibition
- An in-house exhibition of the Museum's collection/s
- A contemporary arts exhibition
- An exhibition of young and emerging artists
- A family-centred exhibition
- An exhibition of traditional and / or contemporary crafts.

We aim to:

- Improve access to the arts and encourage partnerships between other departments, individuals, groups and organisations
- Provide exhibitions and activities of a high standard that seek to inspire and educate
- Host approximately seven exhibitions a year
- Support artists and groups working within the Borough and to treat all proposals fairly. Priority will be given to artists and groups connected with the Borough of Newcastle

Objectives

The Art Gallery will seek to:

- Identify target audiences in line with the Borough Arts Strategy
- Demonstrate the validity of art as a significant contributor to education and as a social voice, through an informed and dynamic exhibitions programme
- Support young and emerging artists
- Reflect cultural diversity and promote arts education for all
- Balance a general audience with a specialist audience
- Develop the arts and awareness of the arts within the Borough
- Where applicable, to support and work in partnerships with other organisations and groups in hosting and programming exhibitions
- Positively encourage the submission of exhibition proposals
- Make better use of the Museum collection
- Use exhibitions as a springboard to develop other arts activities
- Continue to form links and partnerships where possible within the community to guide arts development

Programming

The planning of temporary exhibitions and their related events are coordinated by the Council's Visual Arts Officer and the Culture and Arts Managers who will consider all the exhibition proposals submitted to the Gallery.

The Museum & Art Gallery has Main Gallery, is approx 120m², and hosts the main exhibitions, on average six exhibitions annually.

As a guide to prospective applicants, we now plan our exhibitions on a three-year programme and will always have, as a minimum, booked at least 12 months in advance, so please do bear this in mind when submitting proposals. Beyond this, we do programme in national touring exhibitions and more involved exhibitions further ahead due to the necessary lead in and organising time. We will therefore take exhibition proposals at any point in the year and hope to let prospective exhibitors know within 3 months whether their proposal has been successful or not.

Access

All exhibitions and activities are organised with consideration to the physical access of all individuals, such as lower hanging heights, large print labels, hands-on activities designed to include all abilities and wheelchair access to all areas of the museum.

The museum endeavours to make exhibitions intellectually accessible, helping people to better understand the artwork by facilitating activities linked to exhibitions and providing an artist's statement.

We aim to offer a diverse range of exhibitions in order to attract new and varied audiences.

Terms and Conditions

Framing

Work does not necessarily need to be framed but must be mirror plated, metal and clip frames will not be accepted. Mirror plates should be placed in the centre of the frames' vertical drop.

Content and Selection

The Borough Museum staff reserves the right to refuse work that may be deemed controversial or offensive to the gallery audience. The decision of the Borough Council is final and is not open to debate. Priority will be given to work that may contribute to the Borough's corporate priorities for improvement and has associated learning opportunities for the public.

Education

Classification: NULBC **UNCLASSIFIED**

The Museum will, where possible, facilitate creative and educational partnerships including public workshops, talks and demonstrations linked to the current exhibitions.

Proposals

The museum will consider proposals from all individuals and groups. Proposals should include:

- A completed exhibition proposal
- A selection of images (please note that if an proposal is successful, we will require good quality jpeg images of no less than 300 dpi)
- An artist's statement of no longer than one side of A4, including suggestions for an activity / activities that link to the exhibition

Responsibilities of The Museum

The Museum will:

- Record the condition of work as it enters the museum and insure work at the artist's price, for loss or damage, from the dates of entry to collection
- Select any number of artists to exhibit together as it sees fitting
- Hang all work at its discretion and remove it ready for collection
- Publicise all exhibitions via the Communications department
- Produce posters, leaflets and price lists as necessary
- Provide a space and facilities for workshops or demonstrations
- Provide glasses for drinks at the opening
- Ensure adequate security
- Sell works and organise payment after the exhibition closes

Responsibilities of Exhibitors

Exhibitors will:

- Deliver all work on the **Monday / Tuesday** prior to opening
- Collect all work within one week of the exhibition closing. The Museum reserves the right to dispose of work not collected
- Provide a minimum of one free arts / educational activity relating to the exhibition, i.e. workshop, demonstration or talk.
- Provide good quality images of artwork for use in the council's publicity materials for exhibitions (jpeg images should be no less than 300 dpi)
- Ensure all work is mirror plated
- Clearly label each artwork with the number, title and full name
- Provide all exhibition related information / text and publicity material a minimum of one month in advance of the exhibition

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- Agree all sales be made through the gallery. A commission of 30% + VAT will be charged on all works sold (Main Gallery and Perspective Gallery)
- A charge of £10/week will be made for all exhibitions featured in the Hall Gallery, for artists outside the Borough of Newcastle-under-Lyme, which will be payable, when the exhibition has been confirmed.
- Provide refreshments, if required, at the opening
- Accept that compliance of Health and Safety guidelines may affect how work is displayed
- Take all packaging away as the museum does not have storage space available