

EXHIBITION INFORMATION & APPLICATION PACK



Inclusion in the Burrinja visual arts program is subject to a selection process. This document aims to provide prospective exhibitors with information about how to apply for an exhibition at Burrinja, including information about the application process, selection criteria, hire fees, the application form and other important details. Please read through the information below and lodge your application with Burrinja either via email, post or in person.

Individual artists, independent curators, small artist collectives and art educators are welcome to apply.

ABOUT BURRINJA



Burrinja is a vibrant cross-platform community cultural centre offering a range of arts, cultural and environmental experiences.

Nested in the beautiful Dandenong Ranges, it encompasses arts activities and events. It has multiple gallery spaces, an Australian Indigenous and Oceanic Collection (McLeod Gift

Collection), a 400-seat theatre, artist studios and offers cultural education, live music and performances, community cultural development projects.

The Burrinja Café provides delicious breakfast, lunch and dinner, and can be hired for events and parties.

Burrinja is located in Upwey, near Belgrave, only 50 minutes from Melbourne. The centre has an annual visitation of around 60,000.

GALLERIES AT BURRINJA

Exhibition spaces at Burrinja include Burrinja Gallery, Café Gallery and the Jarmbi Gallery. The Burrinja Gallery is reserved exclusively to display works from the McLeod Gift Collection of Aboriginal and Oceanic Art and major touring exhibitions, hosting a small program of exhibitions per year.

Burrinja Café Gallery and Jarmbi Upstairs and Downstairs Galleries are public access spaces showcasing contemporary artwork, mostly by local artists. These galleries are available for hire to successful applicants. Exhibitions in these spaces run for four weeks.

JARMBI GALLERY

The Jarmbi Gallery is a high profile exhibition space located just off the entrance to Burrinja. It extends across two levels with a total of nearly 75 m of wall space. Exhibitions are on display for four-week blocks.

Exhibitions in Jarmbi can include both Upstairs and Downstairs Galleries or one of these, in which case two Jarmbi exhibitions will run parallel.



As a public access space and foyer corridor to the theatre Jarmbi Gallery offers only limited ability to display sculptures and three-dimensional artwork.

Please contact the Visual Arts Manager to discuss your exhibition ideas prior to submitting an application.



A site visit will help to visualise the spaces and is highly recommended.

FOR MORE INFORMATION PLEASE CONTACT BURRINJA VISUAL ARTS MANAGER

Burrinja – Dandenong Ranges Community Cultural Centre

351 Glenfern Road Upwey VIC 3158

P 03 9754 8723 | F 03 9754 8523 | jdm@burrinja.org.au | www.burrinja.org.au

CAFE GALLERY

The Café Gallery offers around 20m available wall space located within the Burrinja Café, hosting a changing program four-week-long exhibitions per year. It is suitable for small to medium size two-dimensional works only.



BURRINJA OPENING HOURS

Open Tues - Sun 10:30-4pm.

Closed on selected public holidays.

Both Jarmbi and Café Gallery spaces will regularly be open after hours for events and functions in the Burrinja Theatre and Burrinja Café.

EXHIBITION OBJECTIVES

The objectives of the Burrinja Café Gallery and Jarmbi Gallery spaces are to:

- support emerging artists
- promote contemporary arts practice
- offer a forum for artwork that is not necessarily shown in the commercial gallery system
- support and strengthen the capacity of artists to engage with the Dandenong Ranges Community
- promote, develop, support, and present arts and culture in the region
- support and develop the cultural identity of the Dandenong Ranges region
- provide the region with accessible contemporary art spaces
- encourage critical debate and discussion about culture and art
- promote and develop a thriving arts network in the region

SELECTION CRITERIA

Exhibition proposals are invited that:

- present a coherent body of work for exhibition
- are conceptually refined and clearly communicate their ideas
- exhibit technical excellence, innovation and quality
- demonstrate the commitment of the artist/s to their work
- are resolved
- include high quality images of artworks

Proposals for exhibitions that seem outside of the above criteria, but which form part of a community cultural development project and/or involve community building with visual arts outcomes may also be considered and should be discussed with the Visual Arts Manager prior to lodging the application.

Please deliver your completed application to the Burrinja Visual Arts Manager via email or hardcopy.

Applications are due by 5pm, Monday, 29 September 2012.

If you have any questions or wish to discuss your application please contact the Burrinja Visual Arts Manager.

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EXHIBITION COSTS

Applicants may apply to hire either the Burrinja Café Gallery or the Jarmbi Gallery space.

Exhibitions run for four weeks in the Café Gallery and in the Jarmbi Gallery, including one day either end for exhibition installation and removal.

Exhibitions close on Sunday with the following Monday as bump-out day.



Jarmbi Gallery (ground floor and upstairs spaces combined)

\$1,100 for a four-week period + 30% commission on sales (incl. GST)

Jarmbi Downstairs Gallery

\$660 for a four-week period + 30% commission on sales (incl. GST)

Jarmbi Upstairs Gallery

\$660 for a four-week period + 30% commission on sales (incl. GST)

Burrinja Cafe Gallery No hire fee
30% commission on sales

If selected for an exhibition in the Jarmbi Gallery at Burrinja, successful applicants will be required to pay a non-refundable \$220 deposit (incl. GST) to confirm their booking.

Successful Café Gallery applicants will be required to pay a \$110 (incl. GST) holding deposit, fully refundable on completion of exhibition.

Artists will receive tax invoices for deposits and gallery fees. Artists will have issue a tax invoice for the return of their Café Gallery deposit.

EXHIBITION APPLICATION AND SELECTION PROCESS

Burrinja accepts applications to exhibit in the Jarmbi or Burrinja Café gallery spaces at anytime throughout the year. Potential exhibitors are invited to submit applications following the proposal structure outlined in this pack.

- Applications for Exhibition in 2013.
Deadline: 29 September 2012
- Applicants will be notified by email of the outcome of their application within four weeks of the deadline.
- Application materials will not be returned.

GALLERY HIRE INCLUDES

JARMBI GALLERY

Use of the Jarmbi Gallery area for exhibition display. Exhibition display facilities include track gallery hanging system covering approx 75 metres of wall space across two levels, magnetic hanging system for unframed works on paper and adjustable track lighting.

All of the above points, plus the following:

- Professional instalment/de-instalment of the exhibition by Burrinja staff
- Burrinja staff / volunteers supervise the gallery during regular business hours
- Administration of artwork sales
- Production of A4 b/w exhibition catalogue, using information supplied by Exhibitor
- Professional advice on the marketing of your exhibition
- Development and local distribution of professional media release
- Promotion of exhibition through Burrinja's online social networking channels
- Inclusion in Burrinja fortnightly email newsletter (1500+ contacts)
- Exhibition invitation flyer design to Burrinja format (double-sided colour DL portrait size) – please note: printing, postage and distribution at Exhibitor cost (f.e. \$75 for 100 flyers)
- Electronic PDF version of the eflyer for email and web use

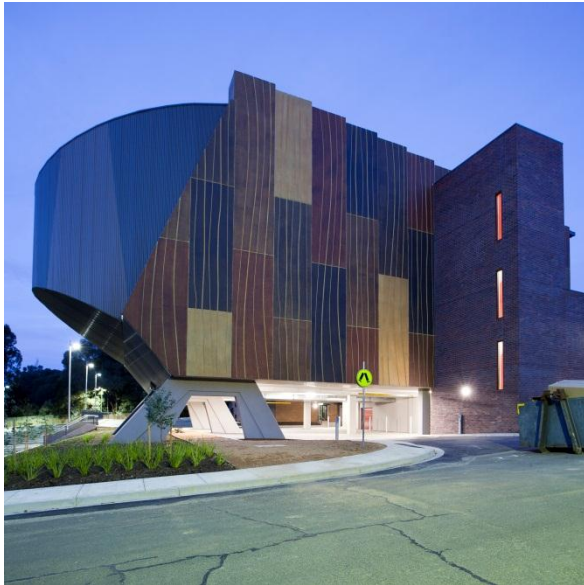
See the final page of this pack for the Jarmbi Gallery floorplan.

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GALLERY HIRE CONTINUED

BURRINJA CAFE GALLERY

Use of the designated Burrinja Café wall area for exhibition display. Exhibition display facilities includes track gallery hanging system covering approximately 20 metres of wall space, magnetic hanging system for unframed works on paper and adjustable track lighting.

- Administration of artwork sales
- Professional advice and assistance developing the exhibition
- Professional instalment of the exhibition, including lighting arrangement.
- Provision of wall display cards for exhibition
- Web listing on the Burrinja website

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EXHIBITOR RESPONSIBILITIES

PRIOR TO THE EXHIBITION

- Paying gallery deposit to confirm booking if accepted
- Providing high-resolution images and short description of the exhibition for media and promotional purposes – at least eight weeks prior to exhibition or as requested by Burrinja staff
- Paying remainder of gallery hire fee (Jambi Gallery only) on receipt of invoice prior to the exhibition
- Arranging and paying for promotional activities beyond those included in regular hire agreement. This must be done in consultation with Burrinja prior to publication of any materials. Burrinja and Yarra Ranges Council logos are to be included in all circumstances. Burrinja staff must be consulted in regard to style guides.
- Burrinja encourages the printing of the promotional DL flyer for distribution at the centre and beyond at least four weeks prior to the exhibition. Costs are \$75 for 100 copies for example. Burrinja can organise printing.



INSTALLATION

- Transport of exhibition artwork to and from the gallery via rear car park and rear access. All transport costs to be met by the Exhibitor.
- Adhering strictly to installation and dismantling schedule as agreed with Burrinja staff.
- Providing all information required by Burrinja in accordance with time-frames specified, for exhibition administrative purposes, such as up-to-date artist statement, artwork list including artwork titles, dimensions, production date and media.

OPENING

- Opening events must be organised in consultation with Burrinja staff who can provide advice on Burrinja event requirements. Arranging and paying for any opening events/vernissage and all costs associated. This might include Burrinja After-hours Duty Manager (\$35 p/h).
- Catering for any opening events has to be arranged through the Burrinja Café due to venue licensing regulations. Please contact Cheryl Guenther on ph 9754 5707.

THE EXHIBITION

- Exhibitors are requested to develop public program activities such as live painting, demonstrations and artist talks in consultation with Burrinja staff. At least one event per exhibition must be provided by the Exhibitor.
- Additionally, Exhibitors are encouraged to attend exhibitions on the weekends or when possible. This will generate sales and provide networking opportunities for the artist(s)/Exhibitor.

AFTER THE EXHIBITION

- Bump-out of the exhibition on the Monday following the last day of the exhibition. Burrinja staff will assist with de-installing the artwork.
- Providing an invoice to Burrinja (including ABN and account details) for any artwork sales.

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TERMS & CONDITIONS

GENERAL

- All exhibitions must fulfil the Burrinja exhibition objectives and adhere to the selection criteria.
- All artworks in the exhibition must be original works created by the artist/s.
- The Exhibitor must agree to and abide by the exhibition schedule.
- The exhibition presented must relate to the proposal submitted. Burrinja reserves the right to refuse the exhibition should it excessively deviate from the original proposal.
- All artworks must be delivered professionally presented and ready for installation. Burrinja reserves the right to refuse the installation of a work if it is deemed unfinished or unprepared for installation.
- Burrinja reserves the right for final curatorial decisions on all exhibitions.
- Both the Jarmbi Gallery and the Burrinja Café Gallery are located in public spaces and are not dedicated gallery spaces. As a result, certain content may be deemed inappropriate and will not be permitted to be exhibited in these spaces. Such content may include, but is not limited to:
 - excessive offensive language, racist content, culturally offensive or pornographic material
 - works that may present risk management or health and safety issues

Please disclose information regarding such matters in your application. Burrinja reserves the right to refuse the installation of a work if it is deemed inappropriate for the venue.

ARTWORK SALES

- The majority of works on exhibition must be for sale unless otherwise approved by the Visual Arts Manager.
- The sales price of each work must be reasonable and according to market value. These prices must be agreed upon by both the exhibitor and Burrinja prior to exhibition installation.
- All items sold must remain on display for the duration of the exhibition.
- Burrinja receives 30% commission on all sales.
- Burrinja will facilitate all exhibition sales. Payments of sold artworks will be made to the artist/single nominated representative within one

month after the exhibition closes upon receipt of a tax invoice.

- Burrinja is registered to collect GST. 10% GST will be included in the sales price of the artwork.

INSURANCE

- Burrinja and its staff take no responsibility for the loss or damage to works exhibited at the Centre, or for any damage or injury caused by the Exhibitors or their work.
- Burrinja provides basic insurance cover for fire & peril, and holds limited theft insurance covering forcible entry only. Any insurance requirements beyond this must be arranged by the Exhibitor at their own expense. Excess on any claims is the responsibility of the Exhibitor.

FINANCE

- An non-refundable deposit of \$220 (incl GST) for exhibitions in Jarmbi and a refundable deposit of \$110 (incl. GST) for Café Gallery exhibitions must be paid by the Exhibitor upon acceptance of the application.
- In case of cancellations of Jarmbi Gallery exhibitions less than 30 days prior to the exhibition the full gallery fee is payable by the Exhibitor.

OPENINGS AND OTHER FUNCTIONS

- Other functions may be held in the venue during the course of the exhibition at the sole discretion of Burrinja.
- The availability of the space for exhibition events and openings will depend on prior bookings in the Centre and must be coordinated with Burrinja Management.

PROMOTION

- Burrinja reserves the right to photograph and reproduce images of the exhibition, openings and other events for publicity or promotional purposes.
- All promotional material produced by the artists/s must include the Burrinja logo and the Yarra Ranges Council logo. Promotional material must be approved by Burrinja prior to printing.

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EXHIBITION APPLICATION FORM

Application to exhibit in Burrinja Cafe or Jarmbi Gallery 2013

1. CONTACT DETAILS

Exhibitor name (single artist or group name)	
Contact Person	
Address	
Suburb Postcode	
Phone	
Mobile	
Email	
Website	
Registered for GST?	

2. EXHIBITION DETAILS

Exhibition Title	
Preferred Gallery	<input type="checkbox"/> Jarmbi Gallery (Upstairs & Downstairs) <input type="checkbox"/> Either <input type="checkbox"/> Burrinja Café Gallery
Are there any specific installation requirements?	

Please include the following items in your application, together with this application form as a cover sheet:

- Completed **Exhibition Application Form** (this page, including all required information)
- A typed **Exhibition Proposal** including the art form, idea/concept surrounding the body of work, scale of work, method of presentation, approximate sale prices, number of works to be included, and description of artwork to be exhibited. This should be between 1-3 A4 pages in length.
- 10 images** (high quality digital jpg images, clearly labelled and supplied on CD) of the proposed artwork to be exhibited. If the work is not yet created then please supply images indicative of the work to be exhibited.
- Screen based artworks should be submitted as DVDs playable on standard equipment
- List of Works** to accompany all submitted images, including the name of the artist, title of work, year made, medium and dimensions
- A current **Artist CV** outlining the Exhibitor/s qualifications and exhibition history

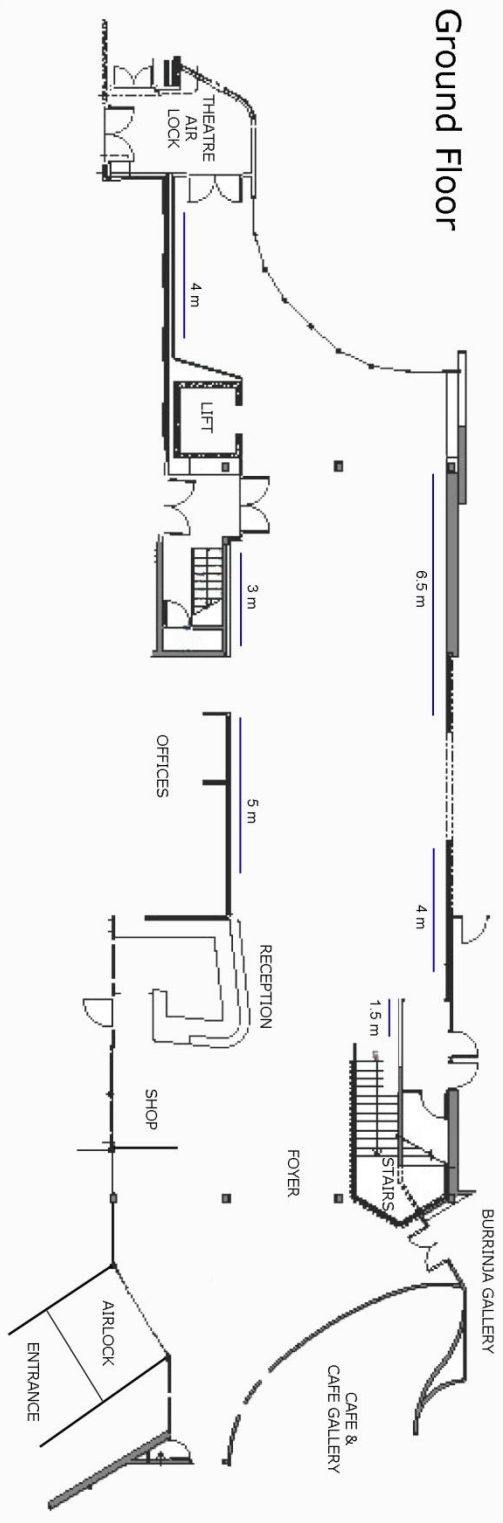
I have read and agree to the exhibitor responsibilities, terms and conditions as outlined in the exhibition information pack and take full responsibility to meet all requirements in regard to the proposed exhibition.

Signed

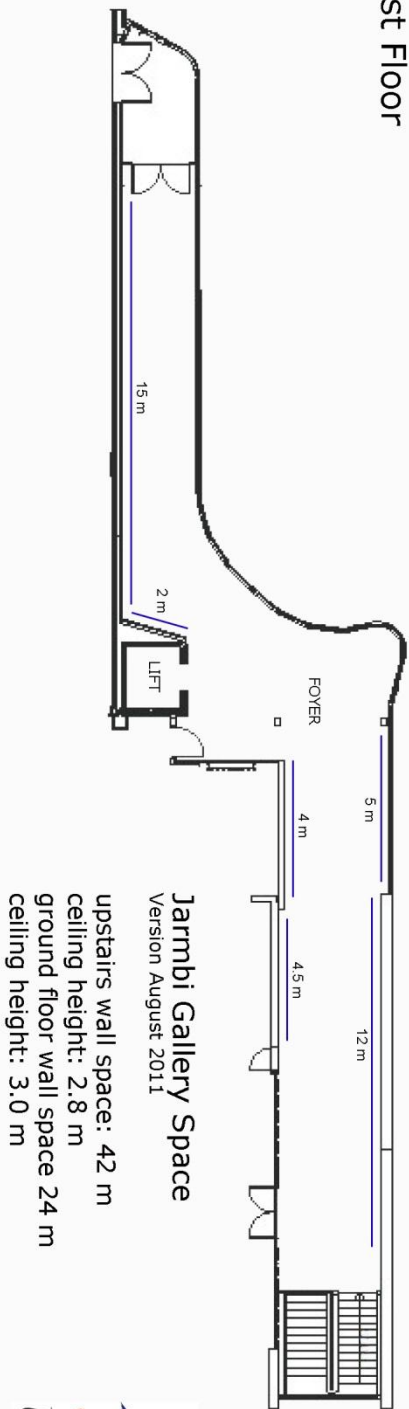
Full name

Date

Jarmbi gallery layout



First Floor



Jarmbi Gallery Space

Version August 2011

- upstairs wall space: 42 m
- ceiling height: 2.8 m
- ground floor wall space 24 m
- ceiling height: 3.0 m

