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The School of the Arts, English and Media (TAEM): exhibition guidelines

Thank you for your interest in exhibiting as part of the TAEM (School of the Arts English and Media) exhibition program, University of Wollongong. TAEM's exhibition program is dedicated to practice-led research and the program reflects the gallery's interest in a diversity of contemporary art and design practices.

TAEM's exhibition program aims to foster contemporary visual art and design practice, including media arts and/or hybrid projects through a program of research-based exhibitions with a strong curatorial focus or rationale.

The School's gallery program prioritises exhibitions by:

- Artists undertaking Higher Degree Research;
- Artists/designers in residence;
- Creative research projects undertaken by staff; and
- Undergraduate projects and in particular, Honours exhibitions, curatorial studies and the Graduating student exhibitions.

Proposals may be for either the TAEM Gallery in Building 25, or the Digital Media Centre Gallery on Innovation Campus. Higher Degree Research (HDR) and Honours candidates ONLY may also apply to use the Project Space Gallery on the top floor of Backstage Hope, Building 40

Proposals may be for experimental work, work in development, curated exhibitions, or to use the Building 25 gallery as a working studio. The program typically commences in February and runs until September, after which the focus is on Honours and graduating student exhibition requirements. Exhibition periods - including installation and demount periods - are generally four – five weeks long.

Proposals:

1. Proposal Coversheet (please complete the template on page 6 of these guidelines)

2. Exhibition Proposal (1 A4 page)

Proposals should include a brief project description of no more than 1-A4 page, which also identifies your preferred space, and includes a list of technical requirements. If the work is process-based, then please describe your intentions for the work. It's also helpful to know whether you have plans for any writing or publication to accompany the exhibition.

If your exhibition or project is part of your postgraduate research or to be examined, please ensure to include the Head of Postgraduate Studies in your booking.



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3. Support Material

The supporting material should include the following (as relevant):

- Current CV (no more than 2-A4 pages) of all participants (e.g. participating curator/s, artist/s, designer/s, writer/s)
- Exhibitions to be examined **MUST** be identified as such.
- If it is a group project, confirmation of all participants and their roles
- External applicants should include 8 images of recent work for a solo show, maximum 20 images for a group show
- Audiovisual material must be on a DVD, maximum duration 10 mins
- Examples of published texts by writers (if applicable)

All documentation should be of good quality and clearly labeled. Description of the work(s) must be clear and comprehensible.

Please provide a list of all supporting documentation with name, title, date, medium and dimensions and ensure all support material is clearly labeled.

Please bear in mind that there are only a certain number of exhibitions possible in a given year and that TAEM exhibition spaces are not open-access; consequently submitting a proposal is no guarantee of acceptance.

4. Exhibition requirements

General gallery Information

Any variation to the following guidelines are at the discretion of the School of the Arts English and Media, and should be discussed with the Head of School or delegate well in advance of any scheduled exhibition.

Floor plans available on request:

a. **Exhibition Spaces:**

TAEM Gallery: Room 112, Building 25, University of Wollongong
Dimensions: 16.1m (L) x 7.2m (W) x 2.81m (H) (room)

DMC Gallery: Room G08, Building 232, Mike Codd Building, Innovation campus, University of Wollongong
Dimensions: 10m (L) x 10m (W) x 3m (H) (to ceiling grid - clearance above grid varies, minimum 0.25m)

Hope Project Space: Room 270B, Building 40, Backstage Hope, University of Wollongong
Dimensions: 9m (L) x 5m (W) x 3m (H) variable (sloping ceiling)

The Project space is not a public exhibition space. It is only available to HDR candidates and to Honours students on request. Its primary purpose is for creative development, or to test ideas.

b. **Hours/Dates:**

- Gallery opening hours: 9am-5pm Monday to Friday. Any after-hours access to the building must be pre-approved and arranged with campus security.
- All works within any exhibition **MUST** remain in the gallery for the entire duration of the exhibition as per your Letter of Agreement (LOA).
- Late cancellations (4 weeks) will incur a fee.



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c. Installation:

Typically exhibitions bump-in on Mondays with the opening event on Friday at lunchtime (12.30pm). Please indicate how long you think you will require to install the work.

Equipment is subject to availability. Please see Appendix 1, 2 & 3 for a list of available equipment for each gallery. Please note that equipment cannot be moved between galleries.

- TAEM will provide the technical staff assistance necessary for the hanging or installation of exhibitions between the hours of 8am–4pm. In general, installation is the responsibility of the artist/s and curator/s in consultation with the Technical Officer.
- All exhibition requirements are the responsibility of the exhibitor and need to be discussed at a meeting with the Manager, Technical Services, and the relevant Technical Officer at least one month prior to bump-in. Upon acceptance of your proposal, please contact the Manager, Technical Services, to arrange a meeting. See below for contact details.
- Standard installation materials (e.g. white paint, nails, plinths as available) are provided by the School.
- Please see below – 4.h – regarding Workplace Health and Safety Requirements

d. Publicity and promotion:

- Artists and curators participating in the exhibition program should provide at least three publication standard images (preferably in landscape format) representative of the work to be used for the invitation, on electronic signage and the school website and a draft press release.
- TAEM will promote the exhibition through its e-list, via the website and on electronic signage throughout the university.
- Artists and curators are responsible for providing correct information regarding artists' names and art works, any funding credits or other acknowledgements to go on the list of works and for labels.
- The Head of School or delegate must approve all promotional materials (including invitations, press releases and any posters or flyers) prior to publication and distribution.
- Catalogues are generally the responsibility of the participating artist/s and/or curator. Logos are available on request.

e. Exhibition opening or closing events:

- Official opening or closing of exhibitions typically take place on **Fridays at 12:30pm**.
- The school provides light refreshments and non-alcoholic drinks for the event. The School has a no alcohol policy from 9am-5pm.
- Staffing assistance for catering and openings will be provided for non-student events only between the hours of 9am to 5pm. Exhibition openings are coordinated by the exhibitor in consultation with the Gallery Assistant.
- Any request for openings after-hours must be organised well in advance of the exhibition. Access to the building and facilities requires prior approval. If alcohol is to be served, this is at the expense of the exhibitor and must be approved by the Head of School. Exhibitors must comply with UOW and TAEM Alcohol policies regarding safe service.

f. Sales:

- Artworks may be listed for sale at the discretion of the artist
- All sales are subject to commission of 20%
- Payment of sales to the artist/s will be made in accordance with University payment terms



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g. Insurance:

The School of the Arts, English and Media, University of Wollongong will not carry insurance on the Work(s) deposited. The Lender/Exhibitor will maintain their own insurance coverage against all customary risks of physical loss or damage upon the commencement of the agreement. This includes transportation to and from the Exhibition venue.

h. Workplace Health and Safety (WHS):

- A risk assessment must be completed and signed by the relevant Technical Officer in consultation with you, and received by the Gallery Assistant at least 24 hours prior to the opening of the exhibition.
- Enclosed footwear must be worn during all set-up and pack-up times.

5. Submitting proposals and further information

Deadline: variable

Please contact the Gallery assistant for information. Applicants will be advised of the outcome in due course.

Please use the TAEM Gallery Proposal Coversheet on the following page and attach all supporting material as outlined in the TAEM Gallery Proposal Guidelines.

Please note:

- Proposals will be accepted throughout the year however the proposals are only likely to be assessed twice during the year.
- Proposals and supporting material can only be returned if return postage and a self- addressed envelope is included in your initial package.



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Proposals should be sent to:

TAEM GALLERY PROPOSALS
School of the Arts English and Media
Building 25
University of Wollongong
Wollongong NSW 2522

Or via email to: hos-taem@uow.edu.au

Professor Sarah Miller
Head: School of the Arts English and Media
E: hos-taem@uow.edu.au

Ms. Louise McClymont
Gallery Assistant
E. hos-taem@uow.edu.au
T. (02) 4221 3857

It is recommended that all applicants contact the Gallery Assistant, TAEM Gallery to discuss their proposal prior to submission.

If your proposal is successful, please contact the Manager, Technical Services, to arrange a meeting at least four weeks prior to installation:

Hall Murray
Manager, Technical Services
Faculty of Law, Humanities and the Arts
E. hmurray@uow.edu.au
T. 4221 8094

Please note that these are guidelines only. If you have any questions, make sure you contact the Gallery assistant as soon as possible. Please note that if your proposal is successful, you will be issued with a detailed Letter of Agreement (LOA).

Thank you for your interest in exhibiting with the School of the Arts, English and Media.



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6. TAEM Gallery Proposal Coversheet

Name of applicant:		
Postal address:		
	State:	Postcode:
Phone Number/s:	Daytime :	Mobile:
Email Address:		
Anticipated research outcomes (i.e. exhibition, performance, publication as relevant)		
Exhibition title:		
Brief summary of the exhibition, creative development or residency (no more than 200 words):		
Is the work to be examined?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Preferred exhibition dates:		
Indicative installation time (number of days)		
Name of curator/s if relevant (CVs to be attached):		
Names of participating artists, designers, writers (CVs to be attached):		
Name of Supervisor (if relevant)		
Additional information:		



Appendix 1: TAEM Gallery equipment list

Gallery Equipment: (check box if required)		
<input type="checkbox"/> Plinths [assorted sizes]	specify number and sizes:	
<input type="checkbox"/> Lights [track-mounted spots and washes]	specify number:	
<input type="checkbox"/> Movable walls [2.4M wide x 2.6M high. 10 available]	specify number:	
<input type="checkbox"/> Other hanging requirements [please note that there are no load-ratings available, so only light-weight items are permissible.	Provide details – items; number of points; indicative weights:	
Audio Visual Equipment: Please note that there is no AV equipment available for exclusive use for exhibitions, so exhibitors are encouraged to provide their own. TAEM Technical Services carries a limited range of AV equipment that is primarily used to service teaching and learning requirements, which will be made available to exhibitions subject to availability, discussion and supervisor approval (when applicable). Last minute requests will not be supported. Please indicate any requests for AV equipment below:		
<input type="checkbox"/> LCD Screens	specify number and sizes:	
<input type="checkbox"/> Playback devices. Eg. Laptop, Media Player	Specify type & number:	
<input type="checkbox"/> Sound requirements. Eg. Speakers, mixers	Specify type & number:	
<input type="checkbox"/> Data projectors	Specify type & number:	
<input type="checkbox"/> Other (please specify)		



Appendix 2: DMC Gallery equipment list

Gallery Equipment: (check box if required)		
<input type="checkbox"/> Plinths [assorted sizes]	specify number and sizes:	
<input type="checkbox"/> Lights [grid-mounted spots and washes]	specify number:	
<input type="checkbox"/> Other hanging requirements [please note that there are no load-ratings available, so only light-weight items are permissible.	Provide details – items; number of points; indicative weights:	
Audio Visual Equipment: Please note that there is no AV equipment available for exclusive use for exhibitions, so exhibitors are encouraged to provide their own. TAEM Technical Services carries a limited range of AV equipment that is primarily used to service teaching and learning requirements, which will be made available to exhibitions subject to availability, discussion and supervisor approval (when applicable). Last minute requests will not be supported. Please indicate any requests for AV equipment below:		
<input type="checkbox"/> LCD Screens	specify number and sizes:	
<input type="checkbox"/> Playback devices. Eg. Laptop, Media Player	Specify type & number:	
<input type="checkbox"/> Sound requirements. Eg. Speakers, mixers	Specify type & number:	
<input type="checkbox"/> Data projectors	Specify type & number:	
<input type="checkbox"/> Other (please specify)		



Appendix 3: Hope Project Space Gallery equipment list

Gallery Equipment: (check box if required)		
<input type="checkbox"/> Plinths [assorted sizes]	specify number and sizes:	
<input type="checkbox"/> Lights [grid-mounted spots and washes]	specify number:	
<input type="checkbox"/> Other hanging requirements [please note that there are no load-ratings available, so only light-weight items are permissible.	Provide details – items; number of points; indicative weights:	
<p>Audio Visual Equipment: Please note that there is no AV equipment available for exclusive use for exhibitions, so exhibitors are encouraged to provide their own. TAEM Technical Services carries a limited range of AV equipment that is primarily used to service teaching and learning requirements, which will be made available to exhibitions subject to availability, discussion and supervisor approval (when applicable). Last minute requests will not be supported. Please indicate any requests for AV equipment below:</p>		
<input type="checkbox"/> LCD Screens	specify number and sizes:	
<input type="checkbox"/> Playback devices. Eg. Laptop, Media Player	Specify type & number:	
<input type="checkbox"/> Sound requirements. Eg. Speakers, mixers	Specify type & number:	
<input type="checkbox"/> Data projectors	Specify type & number:	
<input type="checkbox"/> Other (please specify)		
Gallery Equipment: (check box if required)		
<input type="checkbox"/> Plinths [assorted sizes]	specify number and sizes:	
<input type="checkbox"/> Lights [spots and washes]	specify number:	
<input type="checkbox"/> Other hanging requirements [please note that there are no load-ratings available, so only light-weight items are permissible.	Provide details – items; number of points; indicative weights:	
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<input type="checkbox"/> Playback devices. Eg. Laptop, Media Player	Specify type & number:	
<input type="checkbox"/> Sound requirements. Eg. Speakers, mixers	Specify type & number:	
<input type="checkbox"/> Data projectors	Specify type & number:	
<input type="checkbox"/> Other (please specify)		