

STUDENT INITIATED PROJECT (SIP) EXHIBITION PROPOSAL

CONTACT PERSON

Name:	
Student Number:	
Contact Number:	
UOW Email Address: (UOW student email addresses must be used in all correspondence)	

EXHIBITION DETAILS

Exhibition Title:	
Exhibition Dates:	
Bump in/ out:	

Supervising academic Agnieszka Golda
 Approver: Associate Professor Brogan Bunt, Head of School (HOS)

Please note all correspondence should go through the TAEM HOS Administration Assistant Sally Evans at hos-taem@uow.edu.au

SUPPORTING MATERIAL TO ACCOMPANY PROPOSAL

(no more than 4 A4 pages in total)

1. Brief description of the exhibition including a curatorial rationale, names of participating artists and proposed media
2. Curator and artists: names and contact phone number and UOW email
3. Budget identifying projected income and expenditure
4. Exhibition schedule including publicity timeline
5. Equipment list
6. Signed copy of policy on Student Initiated Projects (initialed on each page)

Key dates:

Proposal Deadline:	COB Monday 13 May 2019
Notification of Proposal Outcome:	Friday 27 May 2019
Exhibition installation commencing:	Week beginning 23 July
Exhibition opening:	2 August 2019
Closing:	16 August 2019
Exhibition demount (including patching and painting):	19-20 August 2019

Please return your proposal to the TAEM School office B25. If you have any questions, please call 4221 3857.

OFFICE USE ONLY	
Rank:	Approved for showing:
Signed:	Date:

UNDERGRADUATE STUDENTS POLICY

BCA - Visual Arts (VA), Visual Arts & Design (VAD) Student Initiated Exhibitions

Policy Number	6
Approved by	DRAFT
Date Approved by:	
Date Effective:	Immediately
Date of Next Review:	To be reviewed and revised by the Head of School, School of the Arts, English and Media as necessary
Related Policies and Documents:	Campus Access and Order Rules www.uow.edu.au/about/policy/UOW058655.html After Hours Authority https://intranet.uow.edu.au/content/groups/public/@web/@bg/documents/doc/uow006229.pdf
Contact Officers:	Agnieszka Golda, SIP Supervisor agolda@uow.edu.au Head of School Admin Assistant hos-taem@uow.edu.au

Preamble

The School of the Arts, English and Media recognises that extra-curricular activities can play a significant role in extending learning opportunities for students. It is also recognised that the Visual Arts and Visual Arts & Design program operates in a highly constrained resource environment, which carries a significant responsibility towards students in relation to Work Health & Safety, and is also bound to ensure compliance with a large range of University policies. In staff-run coursework projects, these responsibilities are addressed by trained staff as part of the planning processes and the day to day running of the VA and VAD programs.

Where students run a project, however, issues can arise due to a lack of awareness of University policies and the resource implications of certain actions/decisions. Student exhibitions therefore, carry a certain amount of risk, which needs to be managed responsibly. There needs to be a clear set of guidelines to ensure that student productions are both sustainable and that the appropriate duties of care are taken. These guidelines ensure that the appropriate steps have been taken to ensure that exhibitions are sustainable, run smoothly and do not come into conflict with university policies, or with the requirements of your coursework which always take precedence.

Eligibility

To be eligible, applications should be managed and/or coordinated by students from the second and third year BCA Visual Arts and Visual Arts & Design (VA & VAD).

Applications may involve first year students or students from other art form areas in creative roles, however, this initiative necessitates students taking responsibility (in consultation with a staff supervisor) for project management, as well as curatorial and exhibition protocols and processes, risk assessment and WH&S.

Policy Guidelines

1. The project must be initiated with a detailed project proposal and budget (no more than 3 A4 pages), submitted to the Head: School of the Arts, English and Media via the HOS Administration Assistant in TAEM building 25.113. This is to be submitted by a 'Student Coordinator', who will represent the group of students working on the proposed exhibition. The proposal should include a realistic assessment of technical support, budget, space, and a realistic projected equipment list. The project will not proceed until approved by the Head of School, School of the Arts, English and Media in consultation with the supervising staff member.
2. SIPs will not approve projects that require the support of staff Technical Officers (or which cause conflicts with core duties). Evening work, for example, may cause conflicts with a technical officer's core daytime duties. Overtime or time-in-lieu cannot be supported. This means that student projects will need to have competent students working in installation and demount roles. 'Competent' means that a student has demonstrated competence in the use of equipment as well as in installing works to a level of safety and skill deemed appropriate by technical officers. Technical officers will make a determination on the level of skill required to meet these standards.
3. Before an exhibition goes ahead, the supervising staff member needs to agree to supervise the project to ensure WH&S guidelines and university policies are adhered to. An academic or technical staff member will need to induct the students responsible for the production in lock-up and security arrangements for the building and equipment. The students must ensure the building is secured before it is vacated. The supervisor's position does not have financial delegation.
4. Publicity is to be clear and must acknowledge that the work is a Student-Initiated Project (SIP). Publicity material should carry a credit that reads, 'The School of the Arts, English and Media proudly supports [title of exhibition]. Students must NOT use the University of Wollongong logo or name on any promotional material. Students should consult with the academic supervisor and HOS *prior* to developing their promotional materials.

Draft promotional material must be provided 4 weeks prior to production for Head of School, School of the Arts, English and Media approval. Finalised promotional material must be provided 2 weeks prior to production for approval before going to print.

5. Exhibitions, if approved, are deemed extra-curricular and students will not be given extensions or special consideration where they come into conflict with coursework and assignment deadlines. Likewise, student exhibitions must not hinder coursework through their use of space or facilities.
6. Exhibitions can only be developed during semester breaks and may only be installed in Weeks 1 or 2 of semester. The duration of the exhibition will be negotiated according to the availability of the TAEM gallery.
7. A budget must be submitted with the application outlining projected expenditure. The school will reimburse any material costs up to \$200 on the provision of receipts. Artists' fees will not be paid. The school will provide standard catering for the opening event.
8. Within two (2) weeks of the conclusion of the project, students will provide the Head: School of the Arts, English and Media with an artistic and financial report of no more than three (3) A4 pages.

9. **UOW student email addresses must be used in all correspondence**

Application Process

Step 1: Proposal submitted to TAEM admin – Building 25.113.

Step 2: Assessment undertaken by Head of School, School of the Arts, English and Media, Brogan Bunt and Visual Arts Lecturer, Agnieszka Golda.

Step 3: Student is notified of approval and will be asked to meet with Brogan Bunt, and Agnieszka Golda to discuss exhibition details and budget. The student will also meet with the relevant Technical Officer to discuss technical requirements.

Step 4: The coordinating student will sign the Letter of Agreement establishing the terms and conditions under which their project will take place.

Step 5: Exhibition development, production of publicity materials.

Step 6: Student accounts back to Head of School, School of the Arts, English and Media with artistic and financial reports.

3. Modification History

Date:	Resolution no:	Authority:	Details:
11/ 5/ 11			
23/ 11/ 3			Update to reflect changes to Faculty name and contact officer title.
13/ 4/ 16			Eligibility updated. SIP expanded to include exhibitions as well as theatre productions and festivals

SUPPORTING MATERIAL TO ACCOMPANY PROPOSAL

1. Proposal Coversheet (please complete template on page 4)

2. Exhibition Proposal

- a. Proposals should include a brief project description of no more than 1- A4 page, which also includes the names of the curator or curators, all participating artists, and a list of technical requirements. If you are proposing processed based work, 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.

3. Support Material

- a. Brief CVs (no more than 2- A4 pages in total) for all participants (e.g. participating curator/ s, artist/ s, designer/ s, writer/ s)
- b. Confirmation of all participants and their roles
- c. Audio-visual material must be on a DVD or online or USB, maximum duration 5 mins

All documentation should be of good quality and clearly labelled. 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 labelled.

4. Exhibition requirements

General gallery Information

Any variations 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.

a. Exhibition Space:

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

b. Hours/Dates:

- Gallery opening hours: 9am-5pm Monday to Friday, and Saturdays: midday – 5pm. Students are responsible for weekend invigilation.
- Any after-hours access to the building must be pre-approved via the HOS Administration Assistant, 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).

c. Installation:

Typically exhibitions install on Mondays with the opening event on Thursday or Friday at lunchtime (12.30pm), however, depending on the complexity of the show this is open to negotiation.

Equipment is subject to availability. Please see Appendix 1 for a list of available equipment for the gallery.

- 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, such as white paint, nails, plinths as available, are provided by the School.

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, as well as a draft press release.
- TAEM will promote the exhibition through it's 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.

e. Exhibition opening 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 for SIPs.
- Exhibition openings are coordinated by the exhibitors in consultation with the HOS Administration 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.

f. Insurance:

The School of the Arts, English and Media, University of Wollongong will not carry insurance on the Work(s) deposited. The participating students exhibit the works at their own risk. This includes transportation to and from the exhibition venue.

g. Workplace Health and Safety (WHS):

- You must be complete a risk assessment using SafetyNET - UOW's WHS management system: <https://safetynet.uow.edu.au/uowauth/login>. This wild dynamic online document that will remain live until the closure of your exhibition. At a minimum, you should submit a version for approval by the Manager, Technical Services, before your initial meeting with them, and another, updated version one week before bump-in.
- All participants must wear enclosed during all set-up and pack-up times.
- Only students currently enrolled in relevant TAEM subjects are permitted to take part in bump-ins and bump-outs. Family and friends are not permitted to do so.

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 support material can only be returned if return postage and a self-addressed envelope is included in your initial package.

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.edu.au

Associate Professor Brogan Bunt
Head: School of the Arts English and Media
E: hos-taem@uow.edu.au

Sally Evans
HOS Administration Assistant
E: hos-taem@uow.edu.au

T. (02) 4221 3857

It is recommended that all applicants contact the HOS Administration Assistant to discuss their proposal prior to submission.

As soon as you receive notification that your proposal has been successful, please contact the Manager, Technical Services, to arrange a meeting to discuss any technical and WHS matters:

Hall Murray
Manager, Technical Services, LHA
E: hmurray@uow.edu.au

Please note that these are guidelines only. If you have any questions, make sure you contact the HOS Administration 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.

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	
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):		
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:	
<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)		

Please return your proposal to the TAEM School office B25.

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Signed:	Date: