

# QCA Galleries

## QCA Galleries Application Process

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## QCA Galleries Application Process

### *Frequently Asked Questions*

#### **I am an alumni of QCA, can I apply?**

Yes. Alumni can apply, but please note that you will be considered as an external applicant. Please refer to the fees and charges laid out in the Terms and Conditions.

#### **I am not a student or staff member with QCA or Griffith University. Can I apply?**

Yes. External applicants are welcome to apply. Please refer to the fees and charges laid out in the Terms and Conditions.

#### **I am needing a show for assessment, do I still need to submit an application?**

Yes. While assessment applications are given priority, we still need all of the required documentation so that we can schedule the exhibition appropriately.

#### **Can I get feedback on my application?**

Yes. If your application was unsuccessful and you would like feedback, please email the Galleries Coordinator to request this.

#### **What happens after I apply?**

Every applicant will be responded to within three weeks of the closing date. All correspondence about your application will occur via email, so please ensure that you use a current and active email address. During this three-week period, please do not email us to enquire about the status of your application, as this may delay our processing.

If your application has been successful, you will need to sign and return an Agreement Form, as well as pay the \$50 booking fee. Your booking is not confirmed until these two items have been received.

#### **How are applications assessed?**

Once the applications are received, they are collated and sent to the QCA Galleries Committee for review. The QCA Galleries Committee is made up of QCA Galleries staff, administrative staff, lecturers from each discipline (Fine Art, Photography, CAIA, Film and Design), as well as student representatives from both undergraduate and postgraduate programs. The purpose of the committee is to ensure equal representation in the galleries, and to give each department a say on what is presented.

After each committee member reviews the applications privately, the Committee meets to discuss all proposals and decide which exhibitions will be accepted into the programme. Applicants are assessed based on the merit of their proposals. During this meeting, a

schedule is drafted before being reviewed by the Galleries Coordinator prior to contacting the applicants.

**I am a QCA student or staff member. Does that mean I am guaranteed an exhibition?**

No. If you are not applying for an assessment exhibition, your application will be assessed based on merit.

**My application was successful, but I didn't get the space and/or dates I asked for. Can I change this?**

Applying for an exhibition does not guarantee that you will be given the gallery and dates asked for, if your application is successful. We schedule approximately 40 exhibitions over the year – it is impossible to give every applicant the dates and gallery they have requested. If there are dates that you cannot exhibit, this has to be included in your application.

Once the schedule has been made, it is fully booked. This means there are no available timeslots to move your exhibition to. You may request a date change with the Galleries Coordinator, but the possibility of a date change depends entirely on whether another exhibitor is willing to change their exhibition dates.

**I am an HDR student and I need to have an exhibition for my submission. The applications closed last month. Can I still have an exhibition with QCA Galleries?**

No. Once the schedule is set, there are no available spaces. Please discuss your forecasted dates with your supervisor *prior* to each application closing date to ensure that you can secure a space. During application rounds, priority is given to postgraduate assessment exhibitions. Outside of application rounds, we cannot guarantee you a space. QCA Galleries are not responsible for ensuring that you complete your assessment requirements and apply on time.

**My application was successful, but I need to cancel the show. Can I cancel?**

If you have contacted the QCA Galleries Coordinator 6 weeks or more before your booking start date, you may request to cancel your exhibition. All requests must be made to the Galleries Coordinator in writing. Requests to cancel within 2 – 6 weeks before your start date may be declined, unless there is an exceptional circumstance which means that the exhibition cannot take place. These requests will be assessed on a case-by-case basis.

**I cannot sit the gallery every day during my exhibition. Can I get friends or family to help out? Are there other options?**

Yes. Anyone who is *not* a Griffith University staff member or student will need to complete a Volunteer Staff Member Registration form. This can be obtained from the Galleries Coordinator. QCA Galleries can also provide, upon request, a list of student volunteers who may be available to assist. You will be responsible, however, for contacting them and forming a roster.

# Advice on Submitting your Documents

## February – August 2018

### *Before Submitting Your Application:*

Read through the [Terms and Conditions](#) very carefully. If you are successful, you will be asked to sign an Agreement Form acknowledging that you have read and understand these conditions. These terms and conditions, along with the agreement form are a contract between yourself and QCA Galleries. It is therefore imperative that you understand the terms of the agreement, including the expectations of both parties, as well as the cancellation policies.

All proposals for the Galleries are submitted online to the QCA Galleries Coordinator. Proposals are assessed by the QCA Galleries Committee, and all applicants are notified of the result within three weeks of applications closing. The length of exhibitions proposed to POP Gallery must be a minimum of two weeks. Webb Gallery and Project Gallery may accommodate one-week proposals, but it is recommended that you select a minimum two-week period.

Applications to QCA Galleries are accepted only twice per year – in March for exhibitions taking place in (August – February, and in September for exhibitions taking between February – August of the following year). Once finalised, the QCA Galleries exhibition schedule is completely full. As such, applications received outside of these deadlines are not likely to be assessed, and you will be asked to reapply during the next round.

**If you are needing to exhibit as part of a postgraduate assessment, it is imperative that you plan ahead and discuss with your supervisor well in advance so that you may apply at the correct time.** QCA Galleries is not responsible for ensuring that students apply for and fulfil their assessment requirement. If you apply after the call-out has closed, and we do not have space in our schedule, you will likely not be offered a space.

Please note that putting in an application for an exhibition with QCA Galleries *does not* guarantee a place in the schedule. Applications are assessed based on the merit and quality of the application, and proposals from both internal (QCA staff and students) and external applicants are invited. As such, being enrolled within a program at QCA or holding a staff position does not automatically guarantee that your proposal will be accepted. If successful, QCA Galleries will endeavor to offer you the venue and time period requested in your proposal, but if this is not possible, you will be offered the next available timeslot.

The written components of your application can be submitted as word documents (.doc) or PDFs (.pdf). It is important that your application reads well as a whole – it is highly recommended that the formatting (including font type and size, spacing, document type) is kept consistent throughout. Images should be submitted as either .jpeg, .pdf or .png files and should be no more than 2MB in size.

Please follow the required file-naming instructions when saving and uploading your documents, ensuring that your full name is included in the file name.

## *The Application*

You will be asked to provide the following information in your proposal –

### PROPOSED EXHIBITION TITLE

This does not have to be the final title of the show, but it is advised to come up with something that describes your show. You may place “(working title)” after your title if this has still not been confirmed. Eg. *Surface (working title)*

### NAMES OF ALL EXHIBITING ARTISTS

Exhibitions whereby all exhibiting artists are confirmed are looked upon favourably. If you are submitting a proposal for a group exhibition, ensure that all exhibiting artists have confirmed their participation.

### PREFERRED GALLERY/VENUE

There are four venues to choose from: POP Gallery (off campus), Webb Gallery, Project Gallery and White Box Gold Coast. If you do not have a preference for the gallery, select “no preference”. Due to the high demand for the galleries, it is not always possible to give successful applicants their preferred venue. Selecting a specific venue in your application *does not* guarantee that you will be given that space if your application is successful. Please also be aware that the exhibitor is required to staff the gallery during the exhibition period.

### PREFERRED EXHIBITION DATES

You are not expected to know the exact dates you are hoping to exhibit – in fact, this can be inhibiting for the Committee during the selection process. If you are flexible with your dates, it is suggested to enter a range or month instead of a specific period. For Example: “2 weeks February-March”, “Any date except first week of April”, “3 weeks in August – November” etc

Due to the high demand for the galleries, it is not always possible to give successful applicants their preferred times. Selecting a specific timeslot in your application cannot guarantee that you will be given that time if your application is successful. When allocating spaces in our schedule, the QCA Galleries Committee will attempt to accommodate your preferences but we cannot make any guarantees.

### ARTIST STATEMENT/EXHIBITION RATIONALE

This is an outline of your artistic practice, or a statement detailing the rationale behind your exhibition.

If you are submitting on behalf of a group, please submit the group’s exhibition rationale **not your personal artist statement!** The Committee wants to know why this group of artists has come together. Is there an underlying theme amongst all of your practices? Do you all work in similar mediums? Perhaps all of the artists participated in residency together, and this is the outcome of that shared experience.

Groups of 10 or more artists should be especially attentive to the exhibition rationale – with many differing works and practices, the Committee needs to know that you will be able to pull together a cohesive exhibition, and your statement should focus on how you are going to achieve this.

This rationale should be cohesive and succinct. Avoid repetition and ‘cushioning’ the statement with non-essential phrases or wording. The Committee has to read through many statements during the assessment process – tell us why your exhibition will be engaging and interesting.

**Save this file as “Surname\_Firstname\_Statement”**

### EXHIBITION DESCRIPTION

How will the exhibition physically look? Are you exhibiting wall-based work, or installation work? What kind of equipment or props will you be using? Floor plans for each gallery are available to assist with your planning.

This section is important, as it assists the Committee in assessing the viability and suitability of your proposal. We want to know whether it will physically work within your chosen space – is it too ambitious or impractical, or will it be a reasonable show to install?

**Save this file as “Surname\_Firstname\_Description”**

### EXHIBITION OUTCOMES

What are you hoping this exhibition will achieve for yourself as an artist? Are there any expected outcomes for the audience? Tell us why you need this show.

**Save this file as “Surname\_Firstname\_Outcomes”**

### ONE PAGE ARTIST CV FOR EACH ARTIST

An artist CV is a list of all exhibitions (solo and group), arts education, commissions, awards and other artistic achievements or arts-related endeavors. **An artist CV should not list your general employment history any unrelated items.** Your artist CV should be consistently laid out, and well-presented; and include your name at the top of the page.

If your artist CV is short, it is not advised to “fill” it with unrelated items or extra formatting. A CV that is poorly presented is less likely to be looked upon favourably by the committee than a CV that is honest. Make sure to read the instructions carefully with regards to the length of CV that is required. For this application, we ask that CVs are maximum **one page** in length. Please do not submit your full four-page version.

**Save this file as “Surname\_Firstname\_CV”**

### EXAMPLES OF YOUR WORK

Choose images that accurately represent your practice, and are indicative of the type of work that will be exhibited. The Committee acknowledges that most applicants have not finished making the body of work they intend to exhibit, however, it is advised to select artworks that are representative of your intentions. If you have completed just a section of your proposed body of work, submit images of this.

**Save these files as “Surname\_Firstname\_Image1”; “Surname\_Firstname\_Image2” and so on.**

## CURATOR AND/OR WRITER

Although not compulsory, it is recommended that applicants nominate a curator and/or writer for their exhibition. This is especially advised for group exhibitions. The nominated person does not have to be an external professional, and can be another student, staff member, mentor or supervisor.

## *After you apply*

Due to the high demand for the use of the Galleries, we are unfortunately unable to accept all applications, and as such, exhibiting with QCA Galleries is a competitive process. Should you be successful in your application, we will endeavour to meet your requested dates and venue, but please be aware that this is not always possible and cannot always be rescheduled.

Priority is given to students exhibiting for assessment purposes. Following this, all proposals are assessed based on merit and suitability. Being a QCA student (postgraduate or otherwise) does not necessarily guarantee a space in the QCA Galleries exhibition schedule.

Upon request, QCA Galleries can provide unsuccessful applicants with feedback.

All correspondence regarding application outcomes will occur via email, ***so please ensure you apply with an address that can guarantee we will be able to reach you!***

Once the applications are assessed and you have been notified of the result, you will be asked to provide the following details:

- Confirmation of the dates and venue
- Signed Agreement Form
- A \$50 non-refundable administration fee.

Without these three items, the booking is not confirmed. If we cannot contact you, your booking may be offered to another candidate, so please be attentive of your emails during the notification period.

## *Outline of Fees and Responsibilities*

### HIRE FEES:

Please ensure you are aware of the gallery hire fees before submitting your application. Fee waivers are only offered for students exhibiting for assessment, QCA staff exhibitions and other exceptional circumstances. These hire fees are set below industry standards to make the galleries more accessible to emerging artists, and to support the local arts community. Please note that QCA alumni not currently enrolled with a program at QCA are considered external applicants.

- External Exhibitors: \$550 non-refundable fee
- QCA Staff and Students: \$50 non-refundable administration fee, plus \$500 Hire Bond
- Examination Assessment: \$50 non-refundable administration fee

### QCA GALLERIES WILL PROVIDE:

- Lighting assistance up to one hour.
- Tool kit, including touch up paint and filler
- Exhibition signage and didactics
- RSA staff for exhibition openings.
- Invitation and online marketing/promotion via social media and mailing lists.

#### RESPONSIBILITIES OF THE HIRER:

- Exhibition installation and de-installation.
- Catering for all public program events, including the opening event. This includes food and alcohol. QCA Galleries can provide advice on where to source this, but are *not* responsible for ensuring that the event/s are catered for.
- Hirers must staff their exhibition for the full duration of the exhibition. QCA Galleries can assist with the allocation of volunteers.
- Invitation printing and other promotion and marketing of their exhibitions.

### *Other Useful Information*

#### RELEVANT DOCUMENTS

- > [Risk assessment](#) form
- > [‘Application to supply or consume liquor’ form](#)
- > [QCA Galleries Terms and Conditions](#)

#### SAFETY AT GRIFFITH UNIVERSITY

You have a responsibility to yourself and others to undertake your activities at Griffith in safe manner.

- [Safety at Griffith University.](#)

#### INVITATIONS

Your exhibition will be promoted via PDF invitations, using a Griffith University approved template. QCA Galleries will distribute your invitation by email and social media.

You may also elect to print and distribute hard copies of your invitation. Printing, postage and mailing lists and associated costs are the responsibility of the exhibiting artist. Should you wish to print your invitation, QCA Galleries will provide you with print-ready files.

Prices for printing DL invitations through Liveworm (ex. GST, current as of March 2017):

- 200 - \$176
- 300 - \$187
- 400 - \$198
- 500 - \$209