



CALL FOR EXHIBITION PROPOSALS

About the gallery

Newcastle Art Space Gallery is an accessible contemporary exhibition space in an industrial building. The gallery offers 44 linear metres of permanent wall space, an access ramp, and a professional gallery lighting system.

NAS Gallery is part of Newcastle Art Space, a dedicated cultural and creative hub that provides a vital platform for emerging and established artists. In addition to the gallery, Newcastle Art Space houses more than 25 art studios, an access photography studio and workshop areas.

Several now internationally established artists began their careers exhibiting or in studios at Newcastle Art Space.

Newcastle Art Space Gallery supports the creative freedom of local emerging and established artists and cultural producers through affordable gallery rental for solo, group and curated exhibitions.

The Gallery is also home to key local art prizes, including the Newcastle Emerging Artist Prize, the Newcastle Foundation Club Prize and the Shoot Your Local photography prize.

Our mission

The mission of Newcastle Art Space Gallery is to enrich cultural experiences in Newcastle, the Hunter region and beyond, and to support our studio artists and other emerging and established artists in their practice. We provide opportunities to present, experience, discuss and sell art works in our gallery, as well as through online channels. Every year, our gallery program features a dynamic blend of artist-proposed exhibitions, art prize exhibitions and special curated exhibitions.

Artist-proposed exhibitions

Twice a year we invite artists to submit proposals for exhibitions at Newcastle Art Space Gallery. Exhibitions generally run on a two-week cycle, with installations on Tuesday and Wednesday, the official opening launch on Friday, and takedown Monday, 10 days later. Other timing arrangements can be negotiated. Gallery hours are Tuesday to Friday 10am to 4pm and Saturday and Sunday 12noon to 4pm. Our employees and volunteers are available to staff the exhibition during gallery opening hours From Tuesday to Friday. Exhibiting artist(s) are required to staff the exhibition during the weekend, on Saturday and Sunday from 12noon to 4pm.

Proposals

Proposals are invited for solo and group exhibitions. Proposals should clearly describe the intended exhibition and provide background information on the exhibiting artist(s). A suggested format is provided below. Selection will be based on the quality of the proposal, but will also consider the proposal in the context of annual gallery programming.

Costs

To support the operation of the gallery we charge a hire fee (exclusive of GST) of \$500 for one week, \$900 for two weeks and \$1200 for three weeks. A standard booking is two weeks. Longer and shorter exhibitions will only be accepted in exceptional circumstances. A 25% commission (inclusive of GST) will be charged on all artwork sold during the exhibition, including any online sales through the Newcastle Art Space website and our social media channels.

Should your proposal be accepted, you will need to sign a contract and pay a holding deposit of \$500. This payment will form part of your gallery hire fee. The balance of the hire fee is payable on or before the exhibition opening date.

This holding deposit is non-refundable if you cancel your booking less than one month of the exhibition opening date. Refunds will only be granted in exceptional circumstances and with adequate notice.

A separate security/cleaning deposit of \$200 must be paid at the beginning of the hire period and will be refunded if the gallery is left in its original condition. All prices are subject to periodical review by the Newcastle Art Space Board of Directors. Please see the Gallery Contract for the full terms and conditions.

Newcastle Art Space Gallery also offers exhibitors access to an optional \$500 online representation package. This package includes professional photography of works and presentation in an online gallery on the Newcastle Art Space website.

COVID safety

We hope that restrictions will be lifted by the time we open in 2021, however, there is still an element of uncertainty about public events. While restrictions are in place, exhibiting artists must comply with our COVID-19 Safety Plan, especially for the Opening Night, when visitors are expected at a higher volume.

The gallery has a maximum capacity of 40 visitors at all times. All visitors, staff and volunteers must sanitise and sign-in on entry, and they must adhere to social distancing rules.

To comply with our COVID-19 Safety Plan, Newcastle Art Space's kitchenette may be restricted at the time of your exhibition. Serving of alcohol and grazing plates will not be permitted at openings until further notice. Non-alcoholic drinks and individually packaged foods (e.g. small chip packets) are permitted.

Responsibilities of the exhibiting artist(s)

The responsibilities of the artist(s) include:

- Providing three professional images and a 100-word description of the exhibition to the Newcastle Art Space office six weeks prior to exhibition start date for media purposes, along with short bios for exhibiting artists, where available
 - Transporting the works to and from the gallery
 - Installing the exhibition (artists exhibiting digital artworks or works requiring access to power must notify NAS management prior to installation to discuss logistics e.g. projector/screen requirements)
 - Pricing their own work
 - Providing a list of works in advance to enable creation of the Floor Sheet/Catalogue
 - Being available for possible audience engagement events e.g. opening night, artist meet and greet
 - Cleaning up at the conclusion of the Opening Night
 - Maintaining a professional presentation of the gallery during the exhibition
 - Fulfilling gallery sitting duties during weekends (Saturday and Sunday 12pm to 4pm)
 - Undergoing training in use of our Tyro system so sales can be made when office is closed over weekends
 - Removing all artworks at the end of the exhibition
 - Cleaning and repairing the gallery to return it to its original condition.
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Support by Newcastle Art Space

As we are highly invested in making the exhibitions successful, Newcastle Art Space will support exhibitors in many ways. Beyond the items listed below, special support is available for emerging artists, subject to resourcing.

Gallery hire includes advertising and media support:

- Email of e-invite to Newcastle Art Space contact list (1000+ contacts)
- Media releases sent out to all local media
- Promotion on Newcastle Art Space Facebook and Instagram
- Promotion in monthly Newcastle Art Space eNewsletter
- Design of invites, social media posts and posters
- Microphone and speakers for opening launch presentations
- Projectors and screens for digital artworks

Newcastle Art Space will print a Floor Sheet/Catalogue, provided the installation is completed by 4pm on the Wednesday night before exhibition opening.

We can provide some hanging materials and plinths and we are happy to discuss alternative hanging methods with the artist(s).

Selection and notification

Proposals are called for each year in October or November for the coming year's program and close approximately four weeks later. Proposals can be submitted throughout the year, however, applications received by the due date will go into the first assessment round for consideration in our annual gallery program.

Successful applicants will be notified by email and must confirm their booking within 14 days from notification.

Unsuccessful applicants will also be notified by email and offered the opportunity for their proposal to remain in our reserve pool (in the event of cancellation). If your proposal is selected from the reserve pool, we will contact you by phone to discuss our offer.

Any questions?

Please contact NAS on 0490 801 630 or email gallery@newcastleartspace.org.au.

How to prepare and submit your proposal

Please use the template below to prepare your proposal. A PDF format is preferred.

Please use the Gallery Schedule below to identify your top three preferred two-week 'date blocks'.

Email your proposal to gallery@newcastleartspace.org.au.

NEWCASTLE ART SPACE GALLERY – EXHIBITION PROPOSAL TEMPLATE

Proposed Exhibition

Title of exhibition	
Type of exhibition (e.g. solo, group, collaborative):	
Exhibiting artist(s):	
Duration of exhibition:	
Preferred dates (refer to Gallery Schedule) list your top three date blocks in priority order	1. 2. 3.
A clear and concise proposal for the exhibition and the type of artwork to be included (e.g. painting, sculpture, digital media):	
A brief outline of the ideas central to your exhibition	
A brief description of your practice/the practice of participants and how this project will contribute to your/their practice development	
A brief methodology for installation, including potential equipment needs and other support required and details of how this support will be sourced:	

Reference images

Please provide images of artworks supporting your proposal. It is understood that images of the actual works might not be available until closer to the exhibition date.

Applicant/contact person

Name	
Mobile number	
Email address	

Participating artist(s)

(Please copy this section for each artist involved)

Name	
Mobile number	
Email address	
Website and social media info	
Short bio/experience as an artist	
Exhibition history	

NEWCASTLE ART SPACE GALLERY – GALLERY SCHEDULE 2021

Date block	Availability	Dates
A	Members Exhibition # 1	Thursday 4 Feb to Sunday 14 Feb
B		Thursday 18 Feb to Sunday 28 Feb
C		Thursday 4 Mar to Sunday 14 Mar
D		Thursday 18 Mar to Sunday 28 Mar
E		Thursday 8 Apr to Sunday 18 Apr
F	Members Exhibition # 2	Thursday 22 Apr to Sat 2 May (Closed Sun 25 Apr for ANZAC Day)
G		Thursday 6 May to Sunday 16 May
H		Thursday 20 May to Sunday 30 May
I		Thursday 3 Jun to Sunday 20 Jun (Closed June long weekend - charged at two-week rate)
J		Thursday 24 Jun to Sunday 4 Jul
K		Thursday 8 Jul to Sunday 18 Jul
L		Thursday 22 Jul to Sunday 1 Aug
M		Thursday 5 Aug to Sunday 15 Aug
N		Thursday 19 Aug to Sunday 29 Aug
O	Newcastle Emerging Art Prize	Thursday 2 Sep to Sunday 12 Sep
P	Newcastle Emerging Art Prize	Thursday 16 Sep to Sunday 26 Sep
Q	Studio Artists Exhibition # 3 and Open Day	Thursday 30 Sep to Sunday 10 Oct
R	Newcastle Club Foundation Acquisitive Art Prize	Thursday 14 Oct to Sunday 24 Oct
S		Thursday 28 Oct to Sunday 7 Nov
T	Newcastle Art Space Mentorship Exhibition	Thursday 11 Nov to Sunday 21 Nov
U		Thursday 25 Nov to Sunday 5 Dec
V	Members' Christmas market	Thursday 9 Dec to Sunday 12 Dec