

## Town Hall Gallery Community Exhibitions Program 2025 - Application guidelines

Town Hall Gallery provides a dedicated gallery space for Boroondara artists and community groups to exhibit their work. Selected through an annual application process, these exhibitions showcase the diversity and depth of creative talent in Boroondara.

Since 2013, the Community Exhibitions Program has exhibited over 2,900 artworks created by more than 670 artists. The program has:

- received over 690 annual attendees to exhibition openings
- welcomed 5,500 online visitations
- averaged over 550 visits to each exhibition.

The Program has also helped provide over \$142,000 in sales directly back to artists of Boroondara.

### Community Exhibitions Program information

The Program provides a professional exhibition space at no charge to:

- community groups
- emerging or unrepresented artists
- schools from the municipality.

Town Hall Gallery is particularly committed to uplifting the voices of:

- Aboriginal and Torres Strait Islander peoples
- people who are culturally diverse
- members of the LGBTQIA+ community
- people with disability and people who are D/deaf.

Each exhibition is on display for 4 to 6 weeks and up to 12 exhibitions are scheduled per year.

Each exhibition is also presented on the Boroondara Arts website as an online exhibition. Artists may choose to sell a maximum of 20 artworks per exhibition through the [Boroondara Arts Shop](#).

## **Exhibition types**

The Town Hall Gallery Curatorial team curates the exhibition program. It consists of 4 exhibition types.

### **Solo exhibitions**

An exhibition consisting of an individual artist, based on the body of work described in their application.

### **Group exhibitions by application**

An exhibition consisting of a group who have applied via a single application. This includes a group of artists or a community group.

### **Curated group exhibitions**

An exhibition including multiple artists based on the complementary themes and concepts submitted in their individual applications. The Curatorial team selects the featured artists and the theme of the exhibition. Applicants can choose to have their application considered for a curated group show.

## **The Boroondara Summer Salon**

The Community Exhibitions Program concludes each year with the Boroondara Summer Salon. This is a large, curated group exhibition including a single work from each applicant. This exhibition is an excellent option for artists who are emerging or have a small body of work available.

Applicants may submit multiple works for consideration to the Boroondara Summer Salon, but only one work per artist will be selected. Applicants to the Boroondara Summer Salon won't be considered for a solo or curated group exhibition.

Applicants who aren't selected for a solo or group exhibition can choose to have their artwork considered for the Boroondara Summer Salon.

## Important dates

The 2025 Community Exhibitions Program runs from January 2025 to December 2025.

**Applications open:** Monday 22 April 2024, 9 am

**Online information session:** Wednesday 8 May 2024, 5:30 pm to 6:30 pm

**Application deadline:** Sunday 16 June 2024, 11:59 pm.

Applicants will be notified of outcomes in writing by Monday 26 August 2024.

## Application eligibility

To be eligible for the Program, applicants must be one of the following:

- an emerging artist living in Boroondara
- an emerging artist with a studio in Boroondara
- a practicing artist living in Boroondara who isn't represented by a commercial gallery
- A practicing artist with a studio in Boroondara who isn't represented by a commercial gallery
- students at a school/institution located in Boroondara
- a School, University or TAFE group based in Boroondara
- an historical group or community group based in Boroondara
- an arts organisation or arts community group based in Boroondara
- Aboriginal and Torres Strait Islanders who live, work or study in the Eastern Metropolitan Region on Wurundjeri Woi-wurrung Country (Boroondara, Monash, Manningham, Whitehorse, Knox, Maroondah and Yarra Ranges).

Artists or groups who have exhibited in the Community Exhibitions Program in the past 2 years will only be eligible for the Boroondara Summer Salon.

Community groups may submit a proposal for the Program if the majority of artists featured haven't exhibited in the past 2 years.

Selected applicants to the Boroondara Summer Salon will be eligible for future opportunities to exhibit with the Program.

## Exhibition criteria

All Town Hall Gallery exhibitions are curated with the intention of making residents and visitors feel safe in public spaces and respecting others, regardless of gender, age, race, culture, ethnicity, disability, economic status, sexual orientation, political beliefs, family or carer responsibilities.

Our responsibility for ensuring this commitment to the community is outlined in Council's Code of Conduct.

Under these intentions, selected applicants must meet the exhibition criteria:

- All works must be ready to hang or display with hanging mechanisms or object mounts as appropriate.
- Works must be able to be displayed on the wall. A limited number of three-dimensional works may be displayed on the gallery's plinths or in museum cabinets. These items are subject to availability, and to be discussed with and approved by the Curatorial team.
- Works may be displayed using the gallery's TV screen. This is subject to availability, and to be discussed with and approved by the Curatorial team.
- Selected applicants must provide the Curatorial team with a list of works (title, materials and dimensions) and high-resolution images at least 8 weeks prior to the exhibition.
- Selected applicants must provide evidence of consent to take, reproduce, represent and publicly exhibit images from the adults or the parent, supervising adult or legal guardian of children under the age of 18 years, who are clearly identifiable in artworks.
- For solo artist applicants, the Curatorial team may suggest that your works be shown alongside other solo artists in a curated group exhibition. This may be a condition of the acceptance of your application. You can indicate if you are willing to be considered for a group exhibition in the online application.
- The Curatorial team may recommend your work be included in the Boroondara Summer Salon. This may be a condition of the acceptance of your proposal. The Boroondara Summer Salon will take place in December 2025.
- Selected applications and final works must be aligned with the themes of the Boroondara Community Plan. This is our key strategic document showing how we'll deliver on our community's aspirations and how we'll protect, improve and promote our community's health and wellbeing.

- The Curatorial team reserves the right for final curatorial decisions on all exhibitions, including omitting artworks. Reasons for omitting works include, but are not limited to, works being unfinished, deemed offensive, inflammatory, inappropriate for the space or an occupational health and safety (OH&S) risk to staff and/or public.
- Selection of artwork for the exhibition will be through collaboration between the Curatorial team and the applicant. The Curatorial team reserves the right to make final decisions determining the exhibition, gallery space, exhibition dates and installation of works.
- Curatorial decisions will be made in alignment with Council's commitment to the community as outlined in Council's Code of Conduct. Disputes regarding curatorial decisions will be referred to Senior Coordinator Community and Cultural Programming, or Manager Arts and Culture as deemed appropriate.
- The Boroondara Arts Marketing staff reserve the right to make final decisions determining promotional material and publishing.
- Applicants must agree to the criteria outlined in the Artwork Loan Agreement.

If Town Hall Gallery must close due to unforeseen circumstances, Community Exhibitions won't be rescheduled. They will continue to be presented as an [Boroondara Arts online exhibition](#).

## Sale of works

By agreement with the applicant, works exhibited through the Community Exhibitions Program may be made available for sale through the [Boroondara Arts shop](#).

Town Hall Gallery will facilitate the sale of works and take a 15% commission on all works sold. Artworks with a retail price over \$3,500 including GST and commission will be listed as 'Price on Application.' A maximum of 20 works can be sold through the online shop. The Curatorial team will liaise with buyers to assist with collection of purchased works.

## Copyright

Images of artworks in the exhibition will be used to promote the exhibition and the activities of Town Hall Gallery, Boroondara Arts and the City of Boroondara.

Selected applicants must give a non-exclusive copyright licence to reproduce works from the exhibition. These will be used for promotional purposes, online and in print via:

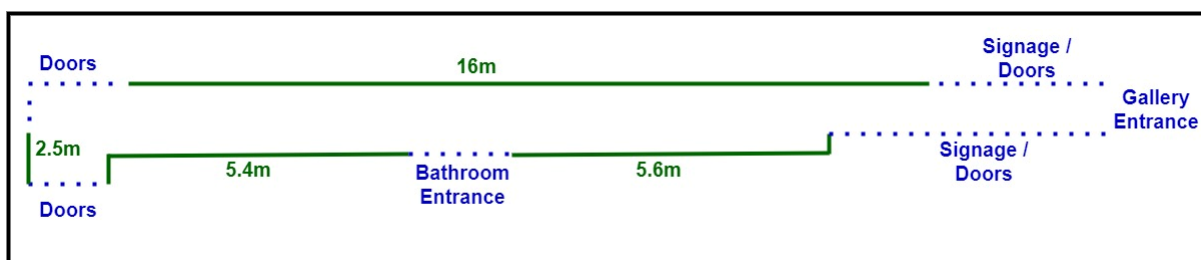
- our website
- online exhibition
- online shop
- social media
- e-news
- flyers
- brochures
- programs
- room sheets
- annual reports
- other uses that are not for sale.

## Gallery floor plan

The Community Exhibitions Program is curated across 2 gallery spaces: Gallery 4 and the Centre Foyer. The Curatorial team will allocate exhibitions that are most suitable for each space and provide best alignment with the Boroondara Arts program.

### Gallery 4

Gallery 4 has approximately 30 metres of hanging space.

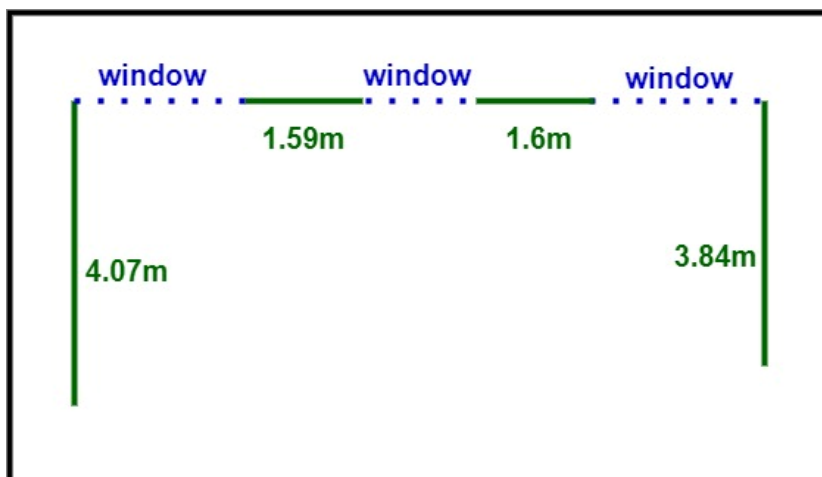


The diagram indicates the available hanging space in the gallery. There are 4 walls marked as solid green which are all fitted with a professional hanging

system. The blue dotted lines indicate spaces that are occupied by doors and gallery signage and aren't available as hanging space for artwork.

## Centre foyer

The Centre Foyer has approximately 11 metres of hanging space.



The diagram indicates the available hanging space in the gallery. There are 4 walls marked as solid green lines which are all fitted with a professional hanging system. The blue dotted lines indicate spaces that are occupied by windows or walls that aren't available as hanging space for artwork.

## Accessibility note



Town Hall Gallery is fully wheelchair accessible, with ambulant toilets available.

The exhibition spaces are part of Town Hall Gallery, located within Hawthorn Arts Centre, 360 Burwood Road, Hawthorn.

The Curatorial team installs all exhibitions. Exhibitors are only required to deliver and pick up artworks.

A public car park with accessible parking spaces is located at the rear of Hawthorn Arts Centre.

There's a train station and a tram line close to the Hawthorn Arts Centre entrance. Glenferrie Train Station is 210 metres from the entrance. The number

16 Tram (stop 73), at the corner of Glenferrie and Burwood Roads, is 70 metres from the entrance.

For more information about the accessibility of our venues, visit our [Hawthorn Arts Centre webpage](#).

For assistance, contact the Curatorial team on [9278 4770](tel:92784770).

## How to apply

Applicants must complete an online application, accessed through the [Smarty Grants portal](#).

If you have any access requirements and need support, contact the Curatorial team on [9278 4770](tel:92784770) or [townhall.gallery@boroondara.vic.gov.au](mailto:townhall.gallery@boroondara.vic.gov.au).

Please contact us before the due date if you can't complete the application on time due to unforeseen circumstances. A short extension may be possible.

The online application form requires your contact details, demographic information and exhibit details including:

- a description of your artistic practice
- the proposed exhibition title
- a list of who'll be involved
- a description of the exhibition, and what it will look like in the space
- a brief outline of the works to be displayed (mediums, sizes, number of works)
- a description of how the exhibition relates to the community
- a brief outline of how this project will benefit you or your organisation
- whether any of the works will be for sale
- any months in 2025 that you are unavailable to participate in an exhibition
- support material (to be uploaded as part of the form):
  - Images. At least 3 images if submitting an exhibition proposal, or 1 image if submitting only for the Boroondara Summer Salon. Applicants can include up to 8 images. All images must be JPEGs and must be titled as follows:

Artist Name\_Title of work\_Date of making.jpg



For example: Jane Jones\_Happy Sky\_2019.jpg

- CV, if appropriate
- other relevant information about the proposed exhibition.

## Selection criteria

The Curatorial team will assess applications against the following:

- Connection to community, including working with Boroondara community
- Clarity of theme/concept of the exhibition
- Appropriateness of the exhibition to the space and available resources
- Innovation, excellence or diversity represented in artistic practice
- Quality of the documentation provided. This includes good-quality images that are indicative of the proposed exhibition or artwork.

## Selection process

Applications will be reviewed and approved by the Curatorial team.

All applicants will be notified in writing of the outcome of their application by Monday 26 August 2024.

Applicants who aren't selected can resubmit applications in following rounds.

## Link to online application:

<https://boroondara.smartygrants.com.au/2025communityexhibitionsprogram>