

KHT Project Gallery Program

Call for Exhibition Proposals (artists, collectives, curators)

The KHT invites applications from emerging, mid-career and established Victorian First Nations (Aboriginal and Torres Strait Islander) artists and art collectives to exhibit in our Project Gallery located on the 2nd floor of the Yarra Building, Fed Square. Each year, we offer exhibition slots between March and November for a duration of 2-3 months per exhibition.

Our Project Gallery Program operates to showcase our First Nations artists working in a variety of media and disciplines. We encourage the presentation of new work and exploration of new ideas, concepts and practices including new media.

If this sounds like you, we encourage you to submit an application! If you would like to discuss your exhibition ideas, or ask any questions, contact the KHT's Curatorial Team by email exhibitions@korieheritagetrust.com or telephone 03 8662 6300.

IMPORTANT INFORMATION

1. Key dates

Applications open: 1st of June annually

Applications close: 1st of September annually

Please note: Applications received after this time will not be considered. The selection panel will determine the dates and lengths of exhibitions, but a **minimum exhibition period of 8-weeks (2 months) per project** will be allocated. Applicants will be notified of the results by **the end of September**. Exhibitions will commence the following March.

2. Selection Criteria

- Applicants must be Aboriginal and/or Torres Strait Islander, currently living in Victoria. First Peoples applicants wishing to collaborate with non-Indigenous artists, must speak with the Curatorial Team before submitting an application.
- Proposals must describe a body of work or exhibition story/theme/concept with ideas of proposed artists and/or artworks listed.

3. Selection Panel

The Koorie Heritage Trust Curatorial Team and the CEO will assess exhibition proposals and make selections. Considerations guiding selection:

- a) Is the project achievable, in terms of the timeframe, budget and resources required.
- b) Is the project suitable for the space?
- c) Is the project creative, innovative and thought provoking in its subject matter, execution and techniques?

The Curatorial team will notify all applicants of the outcome in September, and will provide feedback if requested. The outcome of the EOI assessment is final.

4. Cultural Protocols

Artists must declare that proposed artworks are original to the artist and subject to Indigenous laws/lores in regard to the use of traditional designs, and warrant that where artwork displays cultural heritage specific to a group within the Indigenous community cultural protocols have been followed and relevant permission obtained.

KHT endeavours to maintain a culturally safe space for artists and audiences and encourages artists to consider this in their proposal.

5. KHT Support

KHT will pay participating artists an artist fee based on NAVA rates, which is dependent on the scope, scale, and duration of a project. If you have any questions about the fee structure please talk to our Curatorial Team.

KHT will also cover all costs associated with the exhibition including installation, exhibition design and marketing costs, including the design of marketing collateral associated with the exhibition. Depending on the complexity of the installation, you may be asked to work collaboratively with the KHT on any funding application to contribute to the exhibition budget.

We will work collaboratively with you around the actual exhibition design and installation, as well as any exhibition catalogue or room sheet. We will also work with you collaboratively around the type of launch for the exhibition.

6. How To Submit

Applicants must:

- Complete the attached Application Form, including a description of the proposed exhibition, name(s) of artist(s) involved and any technical or display requirements.
- Attach (either in email or printed out and posted) a current bio and CV (max 2 A4 pages) for each participating artist.
- Where possible, provide photos or video examples of relevant artworks as attachments or links.

Koorie Heritage Trust

7. Accessibility

We encourage applicants to consider accessibility in all aspects of their proposal. At present, the Project Gallery is located on level 2 of the Yarra Building, and is accessible via escalator/stairs or via elevator with staff assistance. KHT's accessibility details are located on our webpage at <https://korieheritagetrust.com.au/about-us/access/>.

Additional accessibility considerations to consider include:

- Legibility of text
- Artwork display height
- Type and use of technology

If you have any questions or would like a hard copy of the application, contact us on exhibitions@korieheritagetrust.com or (03) 8662 6300. We are happy to help discuss project ideas, installation plans and any assistance you may need filling out your application.

APPLICATION FORM

Details of Applicant:

NAME	
LANGUAGE GROUP	
DATE OF BIRTH	
GENDER	
PRONOUNS	(i.e. she/her, he/him, they/them)
DO YOU IDENTIFY AS*:	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander <input type="checkbox"/> I do not identify as Aboriginal and/or Torres Strait Islander <input type="checkbox"/> Person living with a disability <input type="checkbox"/> Visually impaired <input type="checkbox"/> Hearing impaired <input type="checkbox"/> LGBTQIA+



	<p><u>AGE GROUP</u></p> <p><input type="checkbox"/> First Nations (Aboriginal and/or Torres Strait Islander) Community Elder</p> <p><input type="checkbox"/> 17-24 years old</p> <p><input type="checkbox"/> 25-34 years old</p> <p><input type="checkbox"/> 35-49 years old</p> <p><input type="checkbox"/> 50-69 years old</p> <p><input type="checkbox"/> 70 years and older</p> <p><u>ARTISTIC CAREER</u></p> <p><u>These terms are intended as a guide only in terms of defining your artistic practice. We acknowledge that there are many of our First Nations artists who have practice their art for many years, but have not received the recognition through publication or exhibitions.</u></p> <p><input type="checkbox"/> Emerging*</p> <p><input type="checkbox"/> Mid-career**</p> <p><input type="checkbox"/> Established***</p> <p>*Emerging: an emerging artist is someone who's in the early stage of their art career and hasn't yet established a solid reputation as an artist. An emerging artist is not necessarily a young artist, but can be someone who has made a career change or recently decided to practice their art.</p> <p>**Mid-career: a mid-career is someone who has created an independent body of work over a number of years and who has received recognition through publication or exhibitions of his or her work. A mid-career artist may already have had a significant number of solo or group exhibitions.</p> <p>***Established: an established artist is someone who has practiced as an artist for a significant period and who has created an extensive body of independent work recognised nationally and internationally.</p>
ADDRESS	
EMAIL*	<p>* If you do not have your own email, you are welcome to use the email of someone you know.</p>
TELEPHONE	

*We record this information for reporting purposes and to ensure our program is diverse in its representation. This information will not be shared with the public.

Proposed Exhibition Title:

Which of the following best describes you and your project?

- Artist (solo exhibition)
- Artist (group exhibition)
- Collective
- Curated Project

What do you intend on exhibiting?

- Existing work (already exhibited)
- Existing work (yet to be exhibited)
- New work
- New work in progress
- A combination of new and existing work
- Concept only

Exhibition Description:

(maximum 250 words) *What is the story behind the exhibition? What themes does the exhibition explore? What are the ideas behind the artworks? What mediums (e.g. paintings, videos, installation) will be used to make the exhibition?*

If applicable, describe any technical or display requirements, including audio-visual equipment.

(maximum 100 words) *Does the work require any special hanging system (e.g. suspended from ceiling, plinths), media requirements (tv screens, projector, headphones).*

Upload support material (such as: images of the work that relates to this proposal, drawings, audio files, floorplans, photos of works in progress and phone snaps are welcome)

Upload CV

Upload Material

Artist bio(s):

Links (if available)

Website	
Exhibition Reviews	
Facebook	
Instagram	

ENQUIRIES

For any questions, assistance or for more information, please contact:

Exhibitions

T 03 8662 6300 | | E exhibitions@koorieheritagetrust.com

TERMS AND CONDITIONS

1. For each accepted exhibition the Koorie Heritage Trust is responsible for:

- Professional assistance from curatorial staff in the development and coordination of the exhibition (including providing timelines and checklists).
- Staffing of the gallery during opening hours.
- Marketing the exhibition through our website, Fed Square and City of Melbourne listings, social media, and email list.
- Management and delivery of exhibition opening including catering, non-alcoholic drinks (unless approved by CEO), and PA system. Please note: exhibition openings may be combined with exhibitions being launched in other galleries at the Koorie Heritage Trust.
- Design of electronic invitation sent to our email list. This may be combined with other exhibitions being opened at the same time.
- Development and distribution of media releases sent to our media list and coordination of resulting publicity opportunities.
- Vinyl lettering signage for each exhibition.
- Assistance with exhibition curation, design and installation, including installation technicians.
- Providing access to gallery tools and any existing and available exhibition furniture and audio-visual equipment.
- Processing artwork sales if works are available for sale, which includes a 30% commission paid to the KHT.
- Creation of an in-house printed room sheet/guide/catalogue.

2. The accepted applicant is responsible for:

- Delivering the proposed exhibition in the timeframe and gallery space allocated.
- Providing finished artwork ready for installation by the negotiated deadline.
- Providing a selection of images and a short written description.
- Providing a short biography and artist statements for each participant.
- Providing a project description.
- Providing advice or assistance as required in relation to the installation of artwork.
- Provide assistance with any application for funding to support the exhibition
- Support with the delivery and collection of artworks and any additional exhibition materials or furniture to and from the Gallery.
- Packing work appropriately for transportation.
- Providing a list of works including sales prices if the works are for sale.
- Develop public program activities in conjunction with the KHT public programs coordinator, such as workshops or artist talks.

3. Insurance liability disclaimer

KHT will not be held responsible for any loss or damage to artworks during transportation. All artworks in the exhibition will be covered by KHT's policy of insurance while on KHT premises within the agreed exhibition period, and prior to the agreed collection date. KHT will not extend insurance to cover artworks or any property not belonging to KHT that remains on premises after the specified collection date. Approved applicants are encouraged to take out insurance to cover loss or damage to artworks during transportation. Successful applicants who are working on site at KHT are required to complete KHT and Fed Square OH&S Training.

4. Installation/De-installation

Timelines for installation and de-installation will be established by KHT staff in consultation with the successful applicant(s) and timelines must be strictly adhered to. It is integral that the artist/s are available for consultation during the installation and de-installation periods.

Artworks included in the exhibition must remain in the exhibition for the full duration of the exhibition.

KHT is unable to provide storage facilities. Artworks must be delivered and collected on agreed dates according to the timeline. Artworks, packing materials and tools must not be left on premises outside of the exhibition period or beyond the agreed collection date. Packing materials associated with transport will only be stored onsite if labelled correctly.

5. Exhibition design and installation

All successful applicants will be required to work with KHT curatorial team to design and install the exhibition. While this process is collaborative, KHT reserves the right to make final decisions on the exhibition design and gallery presentation. KHT also reserves the right not to display works considered unsuitable for any reason or if the quality or quantity of work submitted is inappropriate for the exhibition space.

6. Catalogue/Room Brochure

Labels and an in-house printed room sheet/guide/catalogue will be produced for each exhibition. The successful applicant(s) will provide images, artist statements and biographies on request or work with KHT to develop this collateral. KHT has full responsibility for the editorship of all text, reproductions and design related to the exhibition.

7. Exhibition Sales

The successful applicant(s) may choose whether they would like the exhibited works available for sale. If the works are for sale, KHT will handle all sales and add a 30% commission (inclusive of GST) to the price provided by the artist. The combined artist price and the KHT commission will be the retail price.

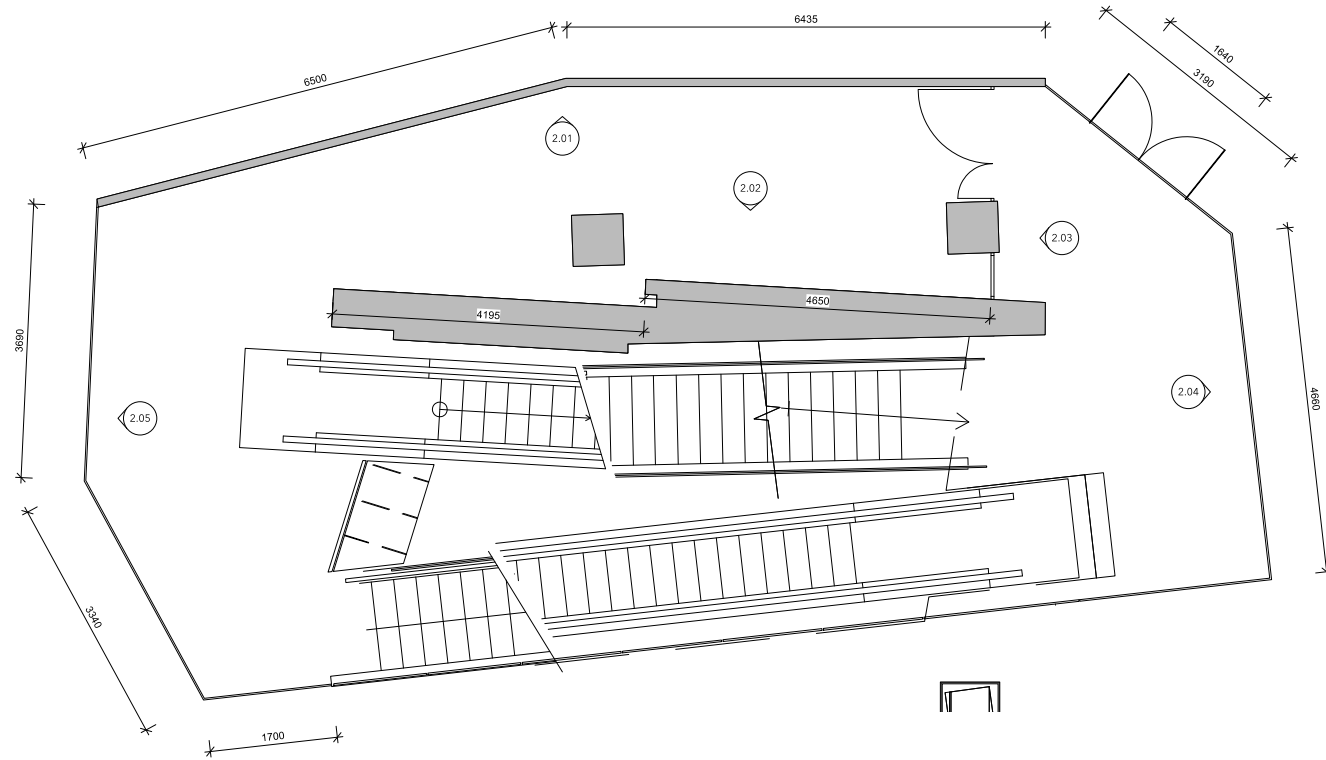
8. Cultural Safety

Our cultural safety and protocols are based on KHT's [10 Protocols for Sharing Indigenous Knowledge](#) to successfully work together on each exhibition. KHT endeavours to maintain a culturally safe space for artists, audiences, and staff alike. We recognise culturally safe practices may not be universal and are committed to maintaining open communication between KHT and contributors on these matters.

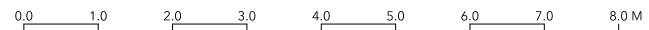


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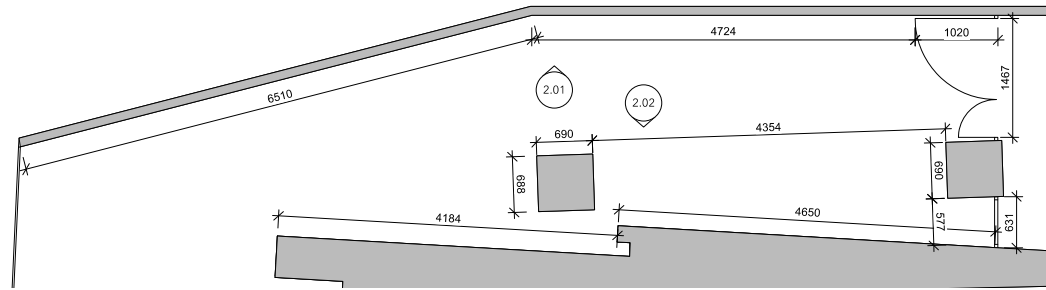
PROJECT GALLERY FLOOR PLAN



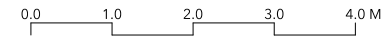
1 Level 2 Koorie Heritage Trust Plan
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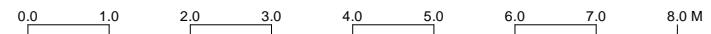
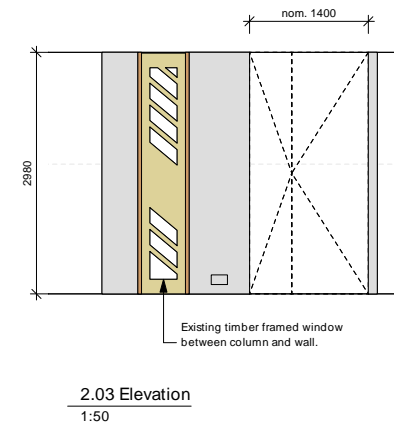
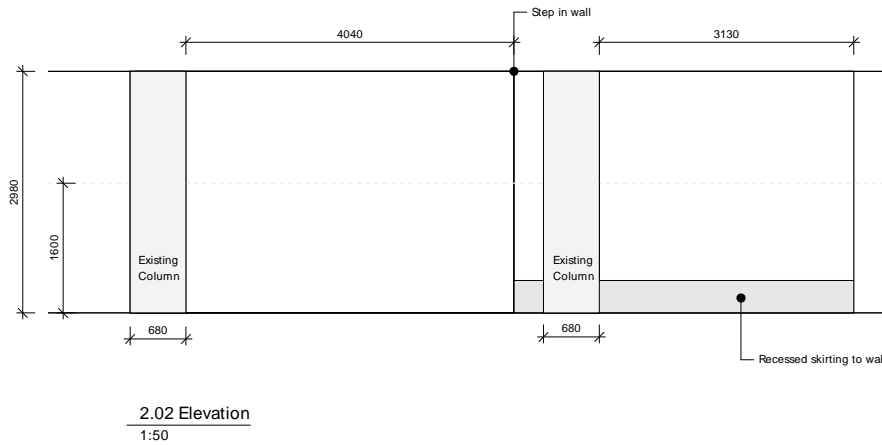
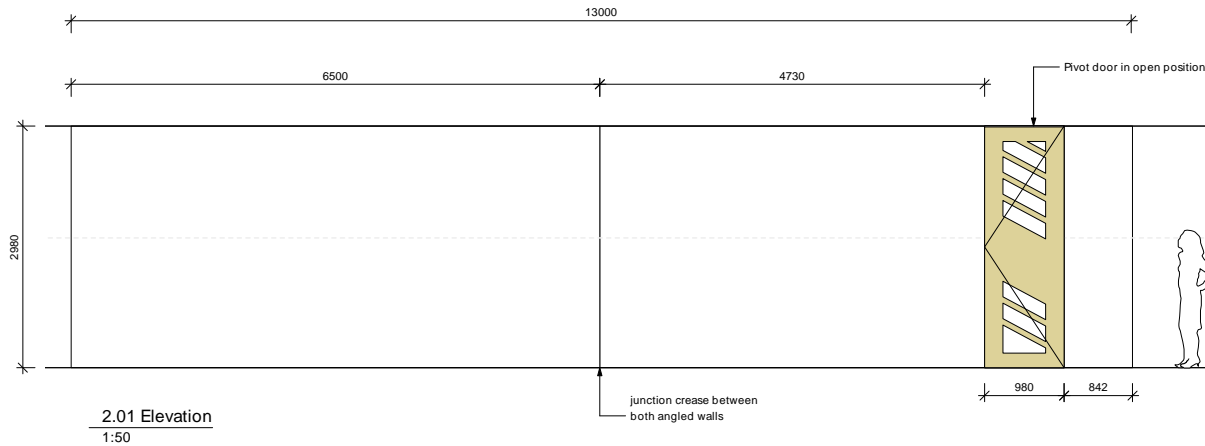
Koorie Heritage Trust



1 Detail Plan - Level 2 Koorie Heritage Trust Plan
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