

# Information for artists



Above: Artist Alison Bennett, Midsumma exhibition: *muliebrity & other collaborations*, G1 + G2, Kingston Arts Centre Galleries, 2017. Image courtesy of Frank Amato.

## ***Congratulations on being selected to exhibit with Kingston Arts!***

We've created this info pack to help you prepare for your upcoming exhibition.

Please refer to this document along with your gallery contract.

## **\*Artist statement**

Please provide an artist statement (word doc format) which highlights the core aims and concerns of your art practice and/or talks about your upcoming exhibition at Kingston Arts.

### **Statement could include:**

The medium/s you work in, your conceptual strategies, your education history and/or the ideas behind your exhibition.

The statement should be minimum one paragraph.

### **Past examples:**

1. Sarah Bell is a local artist living and working in the City of Kingston. She positions her practice at the nexus of photography, printmaking and painting; seeking to uplift the medium of photography through her engagement with slow and considered technical processes of care and experimentation most likened to the traditional mediums of painting and printmaking.

She studied at the Victorian College of the Arts under the guidance of renowned Australian photographer, Bill Henson, completing a Bachelor of Fine Arts in 1985 with a printmaking major. She has since exhibited locally at Linden Gallery (now Linden New Art), Brunswick Street Gallery and Artistcare Gallery in Melbourne. She was awarded the Sheila Kirk Award for Printmaking and the Geelong Grammar School Foundation Board Award for studies in Reggio Emilia, Italy.

2. The Urban Yarn Art Group presents the *Longbeach Storybook Yarn Art Trail* - a vibrant exhibition of hand-knitted works created by the Group and its collaborators. The show at Kingston Arts aims to bring together young and old through the magical iconography of classic children's characters. This exhibition at Kingston Arts showcases works completed for *the 2014/15 Storybook Yarn Art*

*Trail* in Kingston's South, which included pop-up public artworks in Chelsea, Bonbeach and Frankston.

First formed in 2014 as an initiative of the Longbeach Place Community Centre, the Group continues to meet fortnightly at the Centre and is open to creative community members of all backgrounds and ages.

**Online examples:**

<http://vipoo.com/profile/> - ceramicist

<http://www.sophietakach.com/about/> - sculptor

**Group exhibition statements**

Please supply 1 **main** artist statement for group exhibitions to highlight the concept behind your show together. Each artist may supply an individual statement about their individual practices if they wish.

**Editing**

The Visual Arts Coordinator will work in consultation with the artist to edit statements in the lead up to the exhibition.

**Required:**

Flexible. Please supply your first draft within one month of being selected.

## **Images**

Please supply original artwork images, which will be used to promote your exhibition both online and in print! Please email these to [michelle.james@kingston.gov.au](mailto:michelle.james@kingston.gov.au) or we can arrange Dropbox, Google Drive or USB transfer if files are too large.

- Minimum of 3 images, maximum of 10
- 300dpi resolution each
- Credits for each image in the format: Artist name, *Title*, medium/s, dimensions, year.

### **Required:**

Within one month of being selected to exhibit.



Above: Documentation of *Disparate*, group exhibition in G1 + G2, Kingston Arts Centre Galleries curated by Mira Oosterwegel, 2016.

## **CV (Arts career)**

Include education, selected solo and group exhibitions, awards and prizes.

### **Online examples:**

<http://www.lizsullivanartist.com/cv/>

<http://tbuckovic.net/index.php/curriculum-vitae/>

### **Required:**

Within one month of being selected if not already supplied.

## **Website and social media (Arts)**

Please supply links/user accounts for your artist website, Instagram, Facebook, YouTube/Vimeo accounts if applicable to promoting your arts practice.

### **Required:**

Within two weeks of your exhibition opening.

## **Meetings**

If you wish to have organize a meeting with the Visual Arts Coordinator in the lead up to your exhibition, please contact Michelle to arrange a date and time. Meetings will be conducted on-site at either the Arts Centre or G3 Artspace to discuss ideas and show developing artworks.

**Meetings are not compulsory** but provide a good opportunity for the artist/s to meet staff, discuss their arts practice, ask questions and visit the galleries.

## **Attending exhibitions**

We strongly encourage you to play an active role in our visual arts program by signing up for our mailing list via [www.kingstonarts.com.au](http://www.kingstonarts.com.au), following our social media pages, and attending exhibition openings.

We seek to build both a strong local and Melbourne-wide visual arts community and will endeavor to provide networking opportunities for artists through the Arts Centre.

Facebook page: Facebook search for **@KingstonArtsAU**

Instagram: **@kingstonartsau**

YouTube channel: <https://www.youtube.com/user/KingstonArtsAU>



Above: Documentation from the opening night of *Transience* by Sarah Bell, G3 Artspace, 2017.

## **Marketing**

As noted in the contract, promotion is the joint responsibility of the artist/s and Kingston Arts.

Online, we promote through our website, Facebook page, Instagram account, YouTube channel, eNewsletter and ArtsHub listings.

In print, we promote through Art Guide and Artscape.

On-site, we promote through gallery signage and basic A5 catalogue during your exhibition.

As noted, Kingston Arts does not produce hardcopy invites, but will distribute copies created by the artist at our arts venues on your behalf.

## **Catalogues, price list & labelling**

Kingston Arts will produce a basic A5 colour booklet catalogue to accompany all exhibitions, which is printed on-site at Kingston Arts. This catalogue is produced in consultation with the artist in the week leading up to the exhibition. Please ensure you supply the artist statement/s, images, CVs, image details and price list for works **as soon as possible** to allow adequate time to review draft versions.

Kingston Arts will supply labels to accompany works and/or numbers, which will link back to the catalogue and/or price list if applicable. The Visual Arts Coordinator will produce these at Kingston Arts in consultation with the artists.

### **Required:**

Week prior to exhibition opening.

Main artist contact must be available to review drafts **during exhibition install** prior to final printing.

## Catering

### **Beverages**

The exhibition opening is the artist's opportunity to celebrate their work with friends, family and the local visual arts community. We suggest providing drinks and refreshments to guests as part of this opening celebration. **It is up to the artist to decide if alcohol will be served at this event.**

### **G1 + G2 (Kingston Arts Centre Galleries)**

Kingston Arts Centre does have a Liquor License for the building, so **artists do not need to apply** for a Liquor License.

As part of our Liquor License, alcohol served to guests on opening nights must be taken from Kingston's bar stock, **no BYO is permitted**. **This is a condition of our Victorian Liquor License and is non-negotiable.** Our stock includes red, white and sparkling wines in addition to beer and soft drinks.

\*The artists will be invoiced for the amount of bottles and/or stubbies of alcohol consumed on-site during their exhibition, approximately \$10 per bottle and \$3 per stubby – exact amount to be confirmed with Visual Arts Coordinator in the lead up to your exhibition. The price of beverages is supplied to artists at-cost price; no profits are made from the supply of beverages to artists for the purpose of exhibition openings.

\*No monies will be taken from guests to facilitate bar sales on behalf of the artist or Kingston Arts.

### **G3 Exhibitions**

Shirley Burke Theatre does not have a Liquor License.

#### **The Temporary Liquor Licensing Fact Sheet states:**

Examples of events where a temporary limited license is not required:

- Provision of complementary liquor at art galleries, retailers, schools or work places



- Provided the complimentary liquor is not contingent upon any purchase of goods or services.

On this basis, artists do not need to apply for a Temporary Liquor License for exhibitions at G3 Artspace provided they agree to the above conditions.

However under licensing laws, if alcohol is served, you must also supply non-alcoholic beverages, i.e. soft drinks, juice and \*drinking water \*(supplied by our venue)

## **Food (All venues)**

- Commercial caterers must be approved by the City of Kingston for OH&S regulations, the current list has been supplied on the next page; no catering may be done by unauthorized caterers or suppliers that are not on the list
- For local commercial caterers, we recommend 'Truly Scrumptious' as best in terms of quality and versatility – though current prices will need to be sourced from them directly
- Woolworths Platters (cold cuts, nibbles) are a cheap and easy and alternative option. Platters should be organized at least 24 hours in advance with your Woolworths

## **Making platters yourself**

You can purchase pre-packaged foods such as crackers, strawberries, cheeses, etc. from the supermarket or other commercial business, but **these must be assembled in our kitchen on the day of the opening.** We may be able to ask volunteers to assist with this.

For small local exhibition openings by solo or collaborative artists, Kingston Arts recommends this option to prepare simple cheese boards, chips and dips to provide guests.

## **\*KINGSTON ARTS CENTRE – OHS CERTIFIED CATERERS**

Truly Scrumptious

Ph: 9584 9907

Email – [info@trulycrumptious.com.au](mailto:info@trulycrumptious.com.au)

Table and Larder

Ph: 9555 4434

Email – [tableandlarder@bigpond.com](mailto:tableandlarder@bigpond.com)

The Nutmeg Tree

Ph: 9585 6706

Website – [www.thenutmegtree.com.au](http://www.thenutmegtree.com.au)

Simply Sensational

Ph: 9578 5100

Website – [simplysensationalcatering.com.au](http://simplysensationalcatering.com.au)

Café Escape

2 Carrier Ave, Parkdale

Ph: 9588 2463

Advanced Catering Concepts

Ph: 9555 4000

Email – [info@acc-catering.com.au](mailto:info@acc-catering.com.au)

## Service

Kingston Arts will provide staff (event supervisors or volunteers) to serve drinks, wash glassware, serve food and greet guests during the exhibition opening.



Above: Documentation of the opening night of *muliebrity & other collaborations* by Alison Bennett, 2017.  
Image courtesy of Frank Amato.

## Gallery hire fee

You will be invoiced for the gallery hire fee by the City of Kingston. **Please ensure you have supplied your bank details to the Visual Arts Coordinator.** The bank details are used to create a 'new supplier' for administration by our Financial Department – no funds can be direct debited from your account during this process. Please refer to your gallery contract for more information.

**If you wish to pay in cash**, please visit the Box Office at City Hall (985 Nepean Hwy Moorabbin, next to the Arts Centre) to make payment in consultation with the Visual Arts Coordinator.

**Required:**

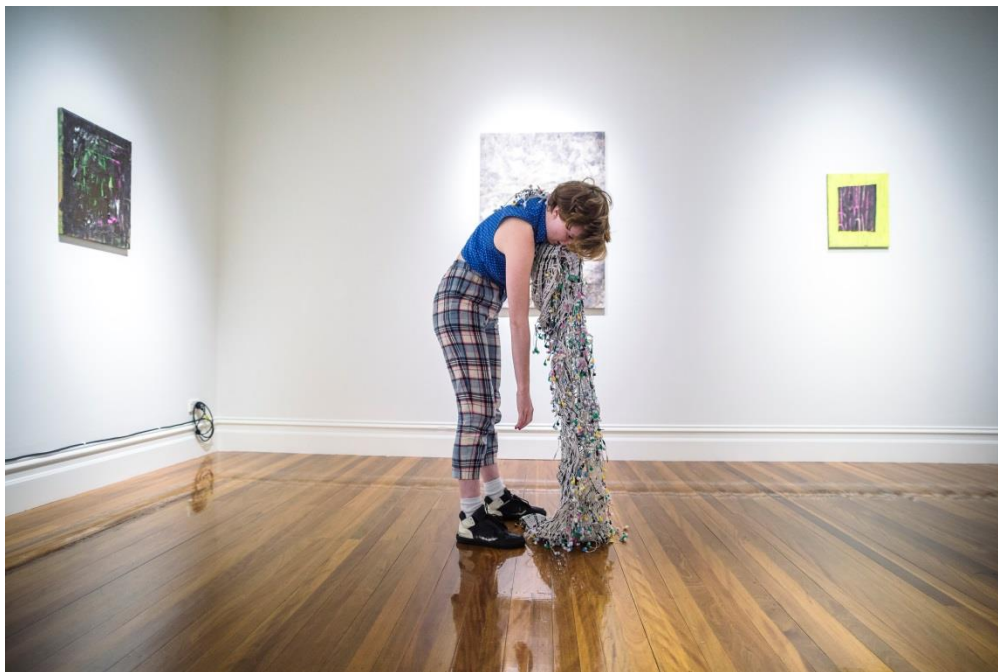
Within one month of the exhibition opening. Please return the supplied details to the Visual Arts Coordinator.

**Gallery sales**

If you wish to sell works in your exhibition, Kingston Arts will administer all gallery sales on your behalf, including at the opening. At the conclusion of the exhibition, you will be direct debited the total sum of sales, minus 22% commission taken on behalf of the gallery.

**Required:**

Within one month of being selected to exhibit.



Above: Documentation of performer, Tace Kelly, at the opening of *Contents*, curated by Kingston Arts in G1 + G2 at Kingston Arts Centre Galleries, 2017. Image courtesy of Shuttermain Photography.

## **Bank details**

### **Solo artist**

Please supply your bank details for the invoice of the gallery hire fee **and if you intend to sell works** during the exhibition. If you do not intend to sell works and wish to pay in cash, no bank details are required.

Your name	
Bank account name (e.g. Jane M Doe)	
BSB number	
Account number	

### **Group exhibitions**

Please ensure you have supplied and indicated the bank details for the **main artist who will be invoiced for the gallery hire fee**. Please supply all other bank details for each artist intending to sell works.

Your name	
Bank account name (e.g. Jane M Doe)	
BSB number	
Account number	

Your name	
Bank account name (e.g. Jane M Doe)	
BSB number	
Account number	

Your name	
Bank account name (e.g. Jane M Doe)	
BSB number	
Account number	

Your name	
Bank account name (e.g. Jane M Doe)	
BSB number	
Account number	

Your name	
Bank account name (e.g. Jane M Doe)	
BSB number	
Account number	

Your name	
Bank account name (e.g. Jane M Doe)	
BSB number	
Account number	

## **Questions and more info**

Please get in touch with the Visual Arts Coordinator.

**Phone:** (03) 9556 4468      **Email:** [michelle.james@kingston.vic.gov.au](mailto:michelle.james@kingston.vic.gov.au)

Or alternatively -

**Phone:** 9556 4440      **Email:** [arts@kingston.vic.gov.au](mailto:arts@kingston.vic.gov.au)



Above: Documentation of the opening of group exhibition *Miniature Immensities*, G3 Artspace, 2016.  
Image courtesy of Shuttermain Photography.