

PORTLAND ARTS CENTRE

EXHIBITING GUIDELINES

PROGRAMMING

Exhibitions at PAC are aimed to be delivered within an 8-week period however this may subject to slight variations depending on programming. The exhibition program includes a balanced selection of visual arts, crafts, installation, social history and independently curated exhibitions from regional and visiting artists, schools, and Council's Cultural Collection.

The structure of the annual program is:

- 2 x cultural collection exhibitions (one historic themed, one arts themed)
- 1 VCE exhibition (annually in September/October)
- 1 x specialist exhibition
- 2 x exhibitions by artists or groups residing in Glenelg Shire

The 2022 calendar of exhibitions is as follows (subject to change):

Dates	Exhibition	Approx. Duration
23 November 2021 - 1 Feb 2022	Artists in Residence (Collection)	6 weeks
3 Feb – 30 April	ANMM Remarkable Banner exhibition (Touring/Collection)	12 weeks
05 May – 03 July	GS Artist or Group	8 weeks
07 July – 02 October	The Six Seasons	11 weeks
06 October – 20 November	VCE Students	6 weeks
24 November – 30 January 2023	GS Artist or Group	8 weeks

PROMOTION

Exhibitions at PAC are promoted through a variety of methods including the ARTSglenelg Season Program (launched annually in early February); via Council's website; via the PAC Facebook page; media releases, the Entertainment Arts and Recreation pages in Wednesday's Portland Observer; Regional Arts Victoria Great South Coast Facebook page and direct email to patrons on the PAC database.

OPENINGS

Exhibition openings are generally held on the first Thursday of the exhibition at 5.30pm, however there is some flexibility and this should be negotiated with PAC staff.

Invitations: PAC will develop and distribute a digital file of a simple colour invitation using the information and images provided by the artist. The PAC will share the invitation electronically via email and Facebook. The digital file will be provided to artists to print from at their own cost. Artists may choose to produce their own professionally printed invitations at their own cost.

Refreshments: PAC will provide tea and coffee free of charge. Catering beyond this is at the expense of the artist and needs to be discussed with the PAC management.

Staffing: PAC will provide one staff member for two hours to assist in the setting up, tea and coffee service and clean up. Staffing beyond this is at the expense of the artist and by agreement of the PAC. All staff have Responsible Serving of Alcohol (RSA) qualifications.

Guest Speaker: The exhibiting artist may wish to invite a guest to open the exhibition. This should be discussed with PAC staff prior to the production of invitations. It is not the PAC staff's responsibility to secure guest speakers for exhibition openings. Glenelg Shire Council does not cover costs associated with guest speakers' travel, accommodation, etc.

INSURANCE

Exhibitions in the PAC are covered by Glenelg Shire Council's insurance policy, however Glenelg Shire Council will not be liable for damaged caused to artworks due to insufficient or inappropriate hanging methods or inadequate hanging points on the object. Exhibiting artists (and groups) need to provide a detailed valuation of their works in the exhibition to PAC prior to the exhibition.

DELIVERY AND INSTALLATION AND DISMANTLING

Exhibitions process is as follows:

- before exhibition Artists are responsible for delivery and installation
- first Monday of exhibition – installation begins from midday
- Tuesday – installation complete and open to public from midday
- last Monday of exhibition – dismantle complete and removed before midday

Artists must confirm access to the space for installation and dismantling with PAC staff in advance. In exceptional circumstances artists may need to coordinate installation and dismantling of their exhibition to fit with other events (performances, etc.) scheduled at the PAC.

Artists are required to remove all works from PAC on dismantling of their exhibition. With the exception of works sold during the exhibition, no art works, packaging, or other material belonging to the artist may be left or stored at PAC.

RESOURCES

The following exhibition/display resources are available:

Plinths:

3 plinths 450mm (W) x 450mm (L) x 600mm (H)

2 plinths 450mm (W) x 450mm (L) x 900mm (H)

3 plinths 600mm (W) x 600mm (L) x 600mm (H)

3 plinths 600mm (W) x 600mm (L) x 900mm (H)

Frames:

A limited number of wooden, back loading temporary frames are available:

10 frames each 590 x 770 mm (internal measurement)

4 frames each 500 x 600 mm (internal measurement)

NB: Please check with PAC staff to confirm availability of frames

Hanging System:

PAC uses the Arcus Wire hanging system – adjustable metal hooks on hanging wires. For more information:

http://www.arcuswire.com/arcus_art.html

CATALOGUES, LABELS AND INTERPRETATION

PAC can produce the catalogue or labels and other interpretation for the exhibition. The artist should indicate a preference for labels/interpretation or a catalogue sheet. (PAC will not produce both).

The artist is responsible for collating the information and supplying it to PAC in word format at least two weeks prior to exhibition. The information should be provided in Century Gothic font, 18pt.

Labels and other interpretation: The PAC will use the supplied information to produce labels/interpretation card.

Catalogue: The PAC will use the information to produce an A4 double sided catalogue listing, photocopied in black and white at the artist's request.

SALES

If artist want to sell their works in exhibitions, PAC staff will coordinate all sales. Glenelg Shire Council do not retain a commission for works sold through exhibitions at PAC. Payments to artists are to be coordinated with buyers.

Works sold during the exhibition must remain for the duration of the exhibition. Sold works must be collected by the purchaser within one week of the conclusion of the exhibition.

PAC is not responsible for costs associated with freight/postage of sold works to the purchaser.

TECHNICAL INFORMATION

Ideally all works hung in PAC will have appropriate hanging points compatible with the Arcus Wire hanging system. Where appropriate, larger unframed paper works may be hung using bulldog clips combined with the arcus system.

Use of blu tak should be kept to a minimum and only used for small/delicate paper-based works. Excessive use of blu tak as a hanging method is discouraged.

Exhibitors must not use hanging methods such as sticky tape, masking tape, double sided tape or adhesive Velcro dots. These materials can either leave a residue on the walls or damage paintwork.

Please note that the PAC does not have a formal system of suspending artworks from the ceiling and any artworks that require suspension should be discussed prior to installation.

Exhibition organisers should also consider the philosophy that sometimes *“less is better”* - a term attributed to Christopher Hsee in 1988. Patrons are more likely to fully observe a considered selection of artworks than a ‘wallpapering’ of the exhibition space.

SUPPORT

Exhibiting artists will be familiarised with the use and scope of the Arcus Wire hanging system prior to exhibition installation. PAC will provide support to artists in lighting the exhibition as the track lighting system will require adjustment for each new exhibition. Where possible, a member of the PAC technical crew will assist with lighting adjustment.

STORAGE OF PACKAGING MATERIAL

PAC has limited storage space for packaging material from temporary exhibitions. Artist may be requested to remove any excess packaging material from storage during their exhibition. All packing material must be removed at the conclusion of the exhibition or it may be disposed of at the discretion of PAC staff.

ABOUT THE ARTS CENTRE

The Glenelg Shire Council Arts and Culture Unit operates the Portland Arts Centre (PAC) and provides a range of arts and culture related services, programs and information to the community under the ARTSGLENELG banner.

The PAC presents around 20 touring performances annually, including performances presented in Casterton and Heywood, and an annual exhibition program of around six exhibitions in the community gallery spaces.

PAC is a multipurpose space. It is used by the member groups of Portland CEMA Inc, community arts groups and external hirers. We also share the facility with independent cinema operator, Showbiz Entertainment, which manages the new

release cinema offering at the PAC (Cinema@PAC).

Showbiz Entertainment screens new release films four days per week (Wednesdays, Fridays, Saturdays and Sundays) with additional days during school holidays in the theatre. At peak times screening may be between 9.00am and 11.30pm. During film screenings, the public will have full access to the exhibition spaces. Cinema staff is in attendance during all screening times.

The PAC has a 144 seat proscenium arch theatre and two linked gallery spaces in the foyer – the CEMA Gallery and the Woolcock Gallery.

Public opening hours are 10am to 4pm Monday to Friday, with access to exhibitions whenever the cinema is operating.

SPACES

The exhibition space comprises two adjoining spaces which also act as the foyer of the theatre and feature the following:

- CEMA Gallery - white painted brick walls, polished brick floor (south), vinyl flooring (north), several doors to the main auditorium, ladies' and men's toilets, and kitchen, concertina wall (north), hanging rail height - 2.9m. Cinema and live theatre box office operation
- Woolcock Gallery - double glass doors, vinyl flooring, 3 white painted plaster walls, one white painted brick, hanging rail height - 2.65m
- Lighting - 3 phase track lighting in both galleries
- floor plan (see Attached)

BUSINESS HOURS

PAC is open Monday to Friday 10.00 am to 4.00 pm. Showbiz Entertainment operates on weekends and public holidays.

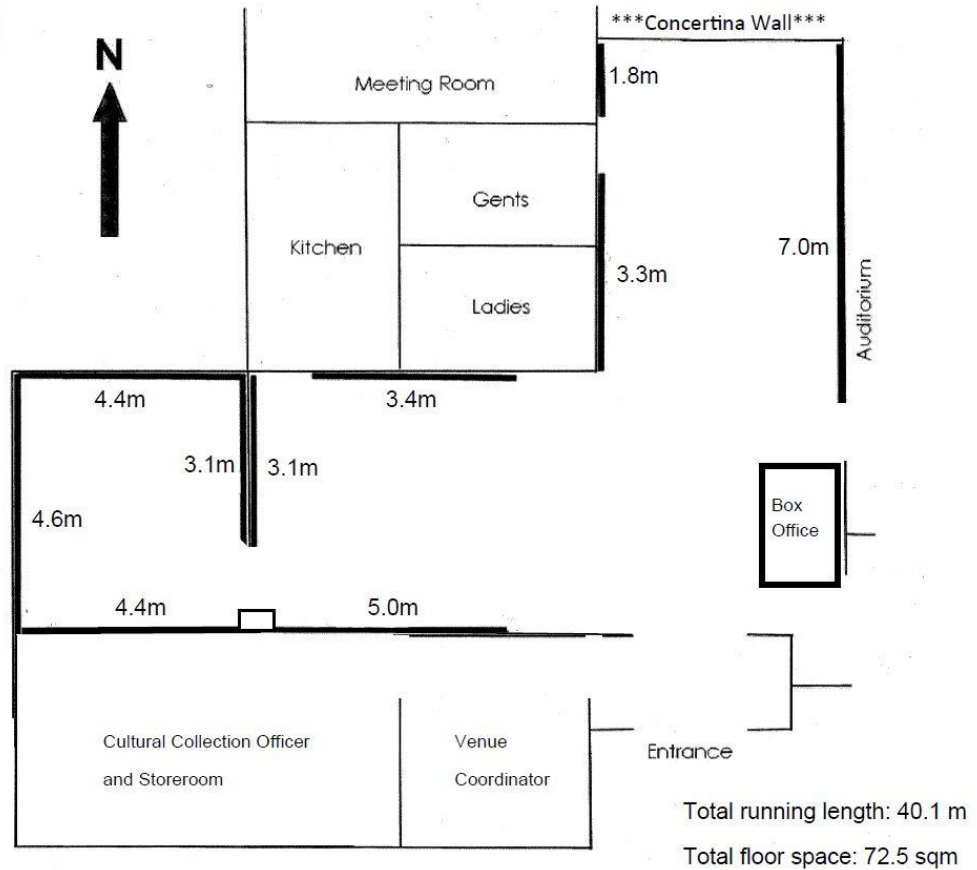
After hours visitation occurs when exhibitions, performances, cinema and other events (external hire) are held in the venue, and when community arts groups meet in the building.

For further information please contact:

5522 2263 or enquiry@portlandartscentre.com.au

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*the location of hanging rails are indicated by the measurements in the above plan

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