

## Proposal Guidelines

The gallery at the Old Fire Station is dedicated to showcasing innovative and contemporary artwork with a focus on supporting and promoting early to mid-career artists from all disciplines.

### How and when to apply:

Arts at the Old Fire Station will accept proposals at two points throughout the year at the following times:

Application Deadline	Period for which exhibitions are being selected
1 <sup>st</sup> April 2013	October 2013 - March 2014
30 <sup>th</sup> September 2013	April 2014 - September 2014

We will advertise for submissions on our website and through our mailing list.

Proposals are reviewed in line with our curatorial priorities by a panel of at least three people, one of whom will be from an external organisation.

We aim to reply to successful applicants within 1 month of the deadline. We receive a great deal of interest in the gallery space and unfortunately we are only able to reply to successful applicants.

### Exhibition Dates:

Exhibitions will run for a minimum of four weeks and the panel will allocate exhibition dates. We cannot guarantee that you will be allocated the specific dates you have requested in the proposal form, but we will do our best to meet your requirements.

### Fees and Commission:

Selected exhibitors will be guaranteed a 4 week exhibition in the gallery at the following cost:

- Full rate: £1,000 per exhibition
- Bursary rate: £200 per exhibition

To qualify for the bursary rate, the exhibitor(s) need to be:

- early to mid-career artists who are not exhibiting as part of an incorporated or public organisation
- wanting professional development support
- prepared to help the public to access the work through careful interpretation.
- willing to sell work if appropriate to do so (work will be sold through our shop and we will take 45% commission)
- producing work which fits with the curatorial priorities of our gallery team

The curatorial priorities of our gallery team are to show work that is:

- Innovative
- Contemporary
- High quality
- Deserving to be seen but with limited opportunities to be shown in Oxford

### **What do we provide for this fee?**

From start to finish, you will have dedicated support from our Assistant Gallery Manager to help with planning and implementation of your exhibition.

You are guaranteed a minimum of a 4 week exhibition with potential to extend based on programming.

The exhibition will include full use of the gallery space and potential for a window display with visibility from Gloucester Green.

We will organise an opening event for your exhibition, including a pay bar and staff.

We provide technical support throughout the install and de-install of the exhibition, and allow up to three days for install outside of the four weeks exhibition dates (to be negotiated depending on the technical requirements of the exhibition). This includes help with curating the work where needed.

We will provide the following marketing support:

- Listing in the Arts at the Old Fire Station What's On guide
- Exhibition listing on our website
- Photographs and listing on our blog
- Updates on Twitter and Facebook
- Advertising on our mailing list, including an opening event invitation
- Design and printing of posters
- Distribution of press release
- Production of interpretation material

### **Other Information:**

As a condition of the proposal we require the artist to run a workshop or talk that would allow Crisis Skylight to engage with the exhibition. This could include a public programme of events.