



Primary Arts 2020

Exhibition Guidelines

ABOUT PRIMARY ARTS 2020

Primary Arts 2020 is an exhibition showcasing the creativity of primary school students in the City of Hobsons Bay. The exhibition is coordinated by the Louis Joel Arts & Community Centre, Altona (LJAC). Submissions are invited from primary schools located in the City of Hobsons Bay.

Any artform is eligible for the exhibition. This includes but is not limited to: painting; drawing; photography; sculpture; textiles; fashion; ceramics; jewellery.

LJAC will select items for exhibition in Joel Gallery.

Joel Gallery, located near Altona Beach in the City of Hobsons Bay, develops and maintains a diverse program of visual arts exhibitions. It supports local artists to engage with the community and initiates programs that assist with community cultural development.

KEY DATES

Applications open	Friday 20 February 2020
Applications close	Friday 3 April 2020
Work selected for exhibition announced	Thursday 9 April 2020
Delivery of artwork to Joel Gallery	Thursday 30 July 2020 from 4pm
Bump In	Friday 31 July 2020
Exhibition launch	Friday 31 July 2020
Exhibition dates	1—13 August 2020
Bump Out & Collection of Artwork from Joel Gallery	Thursday 13 August from 4pm

Louis Joel Arts & Community Centre

5 Sargood Street Altona 3018

t: 03 9398 2511

e: gallery@ljac.com.au

w: ljac.com.au

<p>ELIGIBILITY TO APPLY</p>	<p>Primary schools applying to participate in the exhibition must be located in the City of Hobsons Bay.</p> <p>Any year level can apply and any artform is eligible for consideration.</p> <p>There are no application fees.</p> <p>Applicants must complete the application process in full by 5pm on Friday 3 April 2020.</p>
<p>APPLICATION PROCESS</p>	<p>Both steps of the application process must be completed in full by 5pm on Friday 3 April 2020.</p> <p><u>STEP 1:</u> Complete and email your application form to: gallery@ljac.com.au</p> <p>This includes agreeing to these Exhibition Guidelines.</p> <p>Application forms must be submitted as a Word document (NOT a pdf or jpg file).</p> <p>Incomplete and/or handwritten applications will not be considered.</p> <p><u>STEP 2:</u> Upload up to three images of your submitted work to www.wetransfer.com and send to gallery@ljac.com.au (We understand that these are likely to be indicative examples.)</p> <p>Applicants will be sent an email confirming that their application has been received.</p>
<p>SELECTION CRITERIA & ASSESSMENT PROCESS</p>	<p>Applications will be judged on the following selection criteria:</p> <ul style="list-style-type: none"> • Creativity • Originality • Appropriateness and suitability for exhibition <p>Using the selection criteria, Joel Gallery will make the final decision on the success of applicants, the work selected and its presentation in Joel Gallery.</p> <p>Joel Gallery reserves the right to select work that creates an exhibition of different artforms and techniques.</p> <p>All applicants will be notified of the outcome of their application via email. The decision of the assessment panel is final and no correspondence will be entered into.</p> <p>The assessment panel reserves the right to exercise its discretion in excluding any material deemed offensive or contrary to the nature of LJAC, which is an open and inclusive organisation.</p>
<p>JOEL GALLERY EXHIBITION</p>	<p>Exhibits selected by the assessment panel will be exhibited in Joel Gallery.</p> <p>The exhibition will run from Saturday 1 August to Thursday 13 August 2020.</p> <p>All exhibiting artists and applicants are invited to attend and bring family and friends to the exhibition launch on Friday 31 July 2020 at 7pm.</p> <p>Each exhibiting school is encouraged to bring their students to see the exhibition. School visit times must be coordinated with Joel Gallery .</p>

<p>INSTALLATION (BUMP IN)</p>	<p>Joel Gallery will curate and install the exhibition. Positioning of exhibits is at the sole discretion of Joel Gallery.</p> <p>All artworks for hanging must be delivered ready to hang using the Joel Gallery hanging system. Any variation to this must be agreed in writing by Joel Gallery.</p> <p>All selected artworks must be delivered to Louis Joel Arts & Community Centre, 5 Sargood St, Altona on (not before) Thursday 30 July. Any variation to this must be agreed in writing by Joel Gallery.</p>
<p>EXHIBITION LABELS</p>	<p>Joel Gallery will support exhibitors by preparing all exhibition labels. Exhibitors must provide details for their labels using the Joel Gallery label template.</p> <p>No handwritten labels are permitted and will be removed if displayed. 'BluTack' is the only product to be used to place labels in the Gallery.</p> <p>If any other product is used by an exhibitor to adhere labels, and repair is required to Gallery surfaces, any costs incurred will be the responsibility of the exhibitor.</p>
<p>SALES</p>	<p>Items exhibited in this exhibition are not for sale.</p>
<p>GALLERY SITTING</p>	<p>Monday to Saturday, Joel Gallery will coordinate the opening and closing of the gallery.</p> <p>On Sundays, exhibitors or their representatives must be available to gallery sit (or provide at least one gallery sitter).</p> <p>Exhibitors will be given full instructions on the opening and closing of the gallery.</p> <p>If an installation involves video media or special instructions, that information must be provided in writing, so we can ensure your exhibits are displayed as you always intend.</p>
<p>PROMOTION</p>	<p>Information provided by exhibitors in their application will be used to create promotional materials such as social media posts and a billboard. We reserve the right to edit the information provided.</p> <p>Joel Gallery will advertise the exhibition through our website, Facebook page, mailing list and term brochure. A billboard will be displayed on the corner of Sargood and Queen Streets, Altona.</p> <p>Exhibitors are also expected to promote their participation through their own networks, friends and contacts and social media. Invitations to attend the exhibition launch should be extended as widely as the exhibitor's network allows.</p>

<p>INSURANCE & RISK</p>	<p>LJAC's public liability insurance covers the venue and Joel Gallery. Exhibitors' work is not covered for damage or theft. While all care and attention is given by Joel Gallery, exhibitors exhibit their work in Joel Gallery at their own risk of loss or damage.</p> <p>Exhibitors may be asked to complete a risk assessment if Joel Gallery deems it necessary. Joel Gallery will advise exhibitors if additional public liability insurance for their proposed exhibits is required.</p> <p>All access doors of Joel Gallery are lockable. LJAC is locked at night and has a security alarm.</p>
<p>REMOVAL (BUMP OUT)</p>	<p>The exhibition will be removed from Joel Gallery from 4pm on Thursday 13 August 2020.</p> <p>Each exhibitor must ensure that they have made arrangements to collect their exhibits from 3pm on Thursday 13 August 2020.</p> <p>Any marks or damage on the gallery walls or other display surfaces made by an exhibitor or their exhibits must be repaired. White paint and wall filler are available.</p> <p>Late removal of exhibits inconveniences the next exhibitor. If work is not removed at the designated bump out time, Joel Gallery reserves the right to move the works into storage. Any costs incurred by Joel Gallery due to late removal of exhibits such as storage of exhibits will be the responsibility of the Exhibitor.</p>
<p>STORAGE</p>	<p>There is no on-site storage available.</p> <p>Joel Gallery does not have the capacity to store exhibitor's work, equipment or packaging before, during or after an exhibition.</p> <p>Any variation to this must be agreed in writing with Joel Gallery.</p>
<p>PACKAGING & WASTE</p>	<p>Exhibitors must remove all packaging and other waste from Joel Gallery. Any variation to this must be agreed in writing with Joel Gallery.</p> <p>Any costs incurred by Joel Gallery in disposing of packaging or other waste will be the responsibility of the exhibitor and may be taken from their sales income</p>