

HERITAGE HILL

MUSEUM & HISTORIC GARDENS



Call Out for Community Based Exhibitions at Heritage Hill Museum and Historic Gardens

Call out for community exhibitions

The City of Greater Dandenong is seeking applications from artists, community groups and community agencies who are interested in staging community based exhibitions in 2019.

A community based exhibition typically features exhibitions of artworks that celebrate belonging and participation in the community.

Three exhibition timeslots are available at Heritage Hill Museum and Historic Gardens in 2019, they are:

- 23 April 2019 to 24 May 2019
- 27 September 2019 to 5 October 2019
- 19 November to 20 December 2019

Applicants please note that while you may have a preference of timeslot, it is not guaranteed that the City of Greater Dandenong can offer your first choice.

About Heritage Hill Museum and Gardens

Heritage Hill offers an opportunity for artists and community agencies to exhibit community exhibitions in a unique and historic setting in the heart of Dandenong. The site features three buildings of heritage significance and two acres of landscapes historic gardens.

Laurel Lodge (1869), Benga (1936) and St James Anglican Church (1864) survive as fine examples of mid-19th and early 20th century architecture and offer an insight into the social, cultural, built and natural heritage of Melbourne's South-Eastern region.

Address: 66 McCrae Street, Dandenong (also accessible from Langhorne Street)

Phone: 9793 4511

Heritage Hill opening hours

Tuesday to Friday, 10am-4pm

Heritage Hill Exhibition space

The exhibition space available for hire under the Community Exhibition Program is inclusive of Langley Gallery, the Master Bedroom and the Hallway.

Please note:

- all measurements are approximate
- hanging track heights vary throughout the building, please speak to staff to obtain measurements.

The Langley Gallery

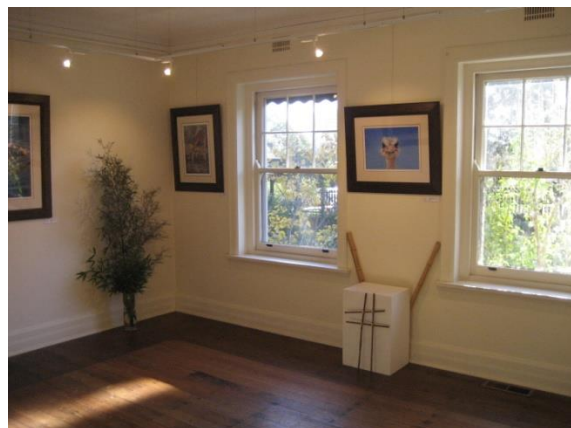


Room features include:

- total floor space 43m²
- total wall lineage 15.5m
- aluminium gallery track hanging system
- track system halogen spotlights with dimmers on three separate circuits
- natural light.

The Master Room

This space is ideal for small, intimate installations



Room features include:

- total floor space 20m²
- total wall lineage 10.5m
- aluminium gallery track hanging system
- track system halogen spotlights with dimmer
- some natural light.

Hall Space



Features include: total wall linage 10.5m

Services provided to Gallery hirers

Heritage Hill exhibitions commence on a Thursday and conclude on a Friday.

Services include:

- professional installation assistance
- curatorial advice
- after hours alarm protection and security
- gallery staff to supervise the exhibition Tuesday to Friday 10am to 4pm
- a list of works or a catalogue, produced from information supplied by the exhibitor

Promotions include:

- listing in Art Almanac
- media release, written and circulated in a timely manner
- exhibitions listing on the City of Greater Dandenong website

Commissions on sales

A 25 per cent commission is charged on sales of artworks. The exhibition venues will maintain all record of sales and provide a list of works sold at the conclusion of the exhibition.

Application process

Applications should include:

- a brief written description of your exhibition proposal describing the underlying concepts, how it was developed and who was involved.
- the community significance of the proposal (maximum of 300 words)
- JPEG of images of artworks proposed or indicative of the work for the exhibition if possible (up to ten)
- biographies of key participants

Applications for Heritage Hill exhibitions should be sent to Heritage Hill Museum and Historic Gardens. These can be emailed to heritagehill@cgd.vic.gov.au or posted with images on a USB to:

Heritage Hill Museum and Historic Gardens
66 McCrae Street, Dandenong VIC 3175

Proposals are due on or before Monday 11 February 2019.

Enquiries should be directed to Walker Street Gallery and Arts Centre on 03 9706 8441. It is recommended that interested parties phone Walker Street Gallery for an appointment to view the Heritage Hill exhibition space.

Selection process

The selection process is competitive. Our galleries currently receive more applications than can be accommodated in our annual schedule. The submission of an application does not ensure a place in our exhibition program.

The assessment of the exhibition applications is undertaken by the Exhibitions Committee. Applicants will be advised by email of the success or otherwise of their application by 1 March 2019.

Priority will be given to proposals that have local relevance OR whose exhibition demonstrates a connection to Dandenong and/or its communities

Terms and conditions

1. Selection of artworks

The Gallery reserves the right to refuse to display work which may bring the gallery or the City of Greater Dandenong into disrepute or which is deemed unsuitable to display for health or safety reasons.

2. The Exhibitor agrees to:

- deliver, assemble and remove the exhibition on the agreed dates. If you are not able to do so personally please make alternative arrangements.
- work together with the artist on installing the exhibition.
- the Gallery not being responsible for the removal, packing and handling of artwork before or after exhibitions
- supply the Gallery with digital images of each artwork to be exhibited (1MB maximum per image JPEG). Title each file with the name of the work, the size and medium. These may also be linked to your website
- arrange and pay for promotion beyond the gallery's regular advertising, if desired
- provide all written information required in electronic format for administrative purposes in accordance with the time-frames specified
- take home packing and any artworks not hung as we do not have storage facilities
- provide insurance for all works associated with the exhibition (*optional at the exhibitors risk*)
- pay costs of transporting works to and from gallery and any associated insurance; and
- restore gallery to pre-exhibition condition.

3. Conditions of exhibiting

There are a number of conditions for artists wanting to exhibit works in the exhibition spaces. These have been developed to ensure the quality and consistency of all exhibitions. If you have any queries regarding any of the conditions, please contact the gallery.

- Gallery management reserves the right for final artwork selection decisions of all exhibitions.
- The final hang of the exhibition needs to be approved by the venue
- All work exhibited must be original
- Work may be in any medium, style, content and on any subject.
- The venue will not permit the exhibition to feature works which are unfinished or wet or deemed a risk to the gallery or its users
- All work must be professionally presented, framed and/or ready to hang complete with hanging wires, or the like, securely attached
- All promotional material must be approved by the gallery prior to printing and circulation
- The exhibitor will not infringe or breach any copyright, performing right or other protected right involved in the hiring of the venue and shall indemnify the gallery against all claims, demands or actions arising from any such infringements or breach
- Heritage Hill Museum and Gardens will exercise reasonable care whilst works are on display at the gallery
- Applicants are encouraged to provide their own insurance cover for their exhibition

- One day will be assigned for the collection of art works
 - Management reserves the right to take photographs of the exhibitor's art works for publicity or promotional purposes
 - Heritage Hill Museums and Gardens permits audiences to photograph art work and exhibitions for personal purposes such as study and research
 - Functions may be held in gallery during all exhibitions
4. Occupational Health and Safety
- The Exhibitor is responsible for ensuring the safe installation and dismantling of the exhibition.
 - Any hazard, incident or injury should be reported to Venue staff immediately
 - The Venue reserves the right to immediately remove any object/item or call for installation/dismantle to be ceased if it is deemed to be an OH&S risk to the public, employees, contractors, clients or volunteers of the Venue.
5. Sales
- EFTPOS transactions are catered for.
 - All purchasers are provided with a receipt as proof of purchase.
 - Work will not be available for collection until after the exhibition closes.
 - All sales of artwork during the exhibition are to be handled by the Gallery
 - All items sold must remain on display for the duration of the exhibition
 - No discounting of prices
 - Once artwork is sold money and artwork remain in the custody of the Gallery
 - The Gallery will hand the purchased work to the purchaser upon final payment
 - The artist may only take sold works for delivery with written permission from the purchaser
 - For sold artworks that require packing the artist must arrange packing at the Gallery before purchaser pick up
 - A statement of sales will be provided at the completion of the exhibition
 - The balance after the deduction of commission will be forwarded to the artist
 - The Gallery takes no responsibility for transport costs of sold works

Hire Fees in 2019

Heritage Hill Museum and Gardens

Exhibitions (fee per month for community group use)*	
Benga – The Langley Gallery, Hallway	\$312
Exhibitions (fee per month for community agency use)**	
Benga – The Langley Gallery, Hallway	\$415

*A community group is considered as a not-for-profit or voluntary group that receives minimal or no funding to run group activities and programs. It includes groups deemed to be providing services to the local community, such as hobby clubs, cultural or social clubs.

**A community agency is considered as a not-for-profit organisation that receives funding to provide services. It includes government departments, agencies, schools and some community groups.