

February 2018

### **Interested in exhibiting in Knowsley's Gallery spaces?**

As a means of providing more information on how we programme our gallery spaces, please find attached a copy of our Exhibitions Policy, along with a proposal form.

So should you be an artist or know an artist who might want to know more about how to exhibit their work professionally, irrespective of what level of experience you or they may have, please read the policy and complete our very simple exhibition proposal form and post it back to me, and I will get back in touch with you shortly.

Yours sincerely,

Tina Ball  
Cultural Development & Events Officer

T: 0151 443 5617

E: [galleries@knowsley.gov.uk](mailto:galleries@knowsley.gov.uk)

# Exhibition Proposal Form

(Please complete all unshaded sections below)

<b>Name:</b>	<b>Date received (office only):</b>
<b>Art Group / Organisation</b> (if applicable):	
<b>Address:</b>	
<b>Telephone No:</b>	
<b>E-mail:</b>	
<b>Website</b> (if applicable):	
<b>Proposed Title of Exhibition:</b>	
<b>Brief description of You / Your Art Group:</b>	
<b>Brief of your Exhibition Proposal and its focus:</b>	

**We look to exhibitors to put forward ideas on workshops / educational activities / artist talks associated with their exhibition – please provide any ideas you have on this?**

**Are there any special requirements involved in the displaying your work, i.e. access to electrical sockets, specific forms of display, use of multimedia etc?**

**Note: Please provide up to 5 good quality photographs of your work (in jpeg format and maximum of 300 dpi, if sending in on CD or via email. Please do not send images via email that are over 1mb each).**

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**DATA PROTECTION ACT 1998** (Please read this section very carefully)

**The responses you have given in this form are classified as personal data. We are required by the Data Protection Act 1998 to obtain the explicit consent of people named in this form before processing, maintaining and passing on information to other parties.**

Knowsley MBC will hold the data held in the questionnaire in both paper and electronic formats. The data in this questionnaire will be passed on to members of the public who request from us information about your work/service. Information may also be passed onto the organisations that work in partnership with Knowsley MBC Culture Development & Events Service. In order for us to publicise your work/service as detailed above, we require you to give us permission.

Please tick this box to enable us to do so:

**Information Update:**

Knowsley MBC will send information about arts and exhibitions opportunities that we think may be of interest to you.

Please tick this box to enable us to do so:

Full Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date:

\_\_\_\_\_

**Please print this form and sign it, then send to:**

Tina Ball,  
Cultural Development & Events Service, Knowsley Metropolitan Borough Council,  
The Registrars, High Street, Prescot, Knowsley, L34 3LD  
Tel: 0151 443 5617 / 07867 641 919  
Email: [Tina.Ball@knowsley.gov.uk](mailto:Tina.Ball@knowsley.gov.uk)

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# Exhibitions Policy

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**This policy is intended to give guidance concerning the programming of temporary exhibitions within all of Knowsley's gallery spaces, including Prescott Museum.**

**This is to ensure that prospective exhibitors are aware of Knowsley Council's need to promote and encourage arts education, audience development, social inclusion, life long learning and presentations which are complimentary to Leisure & Culture Development Service annual exhibitions programme.**

## **Mission Statement**

The Cultural Development & Events Service aims to provide a diverse programme of exhibitions and events that will appeal to a wide cross section of the community, attracting new and existing audiences. The exhibitions programme will include, wherever possible, exhibitions that encompass the following:

- A community based / locally inspired home grown arts exhibition
- A touring, national exhibition
- An in-house exhibition of the Museum's collection/s
- An exhibition exploring local heritage and the social history of Knowsley
- An exhibition exploring health as a theme
- A contemporary arts exhibition
- An exhibition of young and emerging artists
- A family-centred exhibition
- An exhibition of traditional and / or contemporary crafts.
- A collaborative exhibition designed and created with partner agencies either within the Borough or across Merseyside.
- An exhibition to support local initiatives or festivals e.g. Liverpool Biennial or Find Your Talent
- Loans from other museums

## **We aim to:**

- Improve access to the arts and encourage partnerships between other departments, individuals, groups and organisations
- Provide exhibitions and activities of a high standard that seek to inspire and educate
- Host approximately 15 exhibitions per year, across all of our venues

- Support artists and groups working within the Borough and to treat all proposals fairly. Priority will be given to artists and groups connected with the Borough of Knowsley
- Ensure that all exhibitions are accessible to all, in terms of physical and intellectual access

## **Objectives**

The Cultural Development & Events Service will seek to:

- Identify target audiences in line with the 'Sustainable Communities Strategy'
- To support local communities via the 'Information and Transformation' plan
- Demonstrate the validity of art as a significant contributor to education and as a social voice, through an informed and dynamic exhibitions programme
- Support young and emerging artists
- Reflect cultural diversity and promote arts education for all
- Explore local heritage and social history; involving local communities at all available opportunities
- Develop the arts and awareness of the arts within the borough
- Where applicable, to support and work in partnerships with other organisations and groups in hosting and programming exhibitions
- Positively encourage the submission of exhibition proposals
- Make better and increased usage/access of the Museum Collection
- Use exhibitions as a springboard to develop other arts activities
- Continue to form links and partnerships where possible within the community to guide arts development

## **Programming**

The planning of temporary exhibitions and their related events are coordinated by the Cultural Development & Events Service Officer and the Exhibitions Team, who will consider all the exhibition proposals submitted to the Gallery.

Collectively our gallery serves to address key priorities from the 'Sustainable Communities Strategy' and the Cultural strategy, through targeting and involvement of specific and general audiences - to ensure that our gallery space and exhibition opportunities offer engagement, educational content, aware raising of issues and inclusive development opportunities for different sectors across Knowsley:

### **Key priorities (Sustainable Communities Strategy) for the Exhibitions Team:**

- Unlocking Potential and Raising Attainment
- Safer more Cohesive Communities
- Raising Attainment and Skills
- A well connected Knowsley

## **The Gallery Spaces**

Our contemporary art gallery is situated in Kirkby on the 1<sup>st</sup> floor of The Kirkby Centre.

We also programme exhibitions in the spaces around the 1<sup>st</sup> floor of The Kirkby Centre, including the staircase, landing and the corridor area outside the main gallery.

We also manage Prescott Museum which focuses on the local history of the area and the important clock and watch making industry.

The gallery displays work by local, regional, national and international artists including loans and touring exhibitions from the Hepworth Wakefield, the Hayward Gallery, The National Trust, Arts Council of England, Knowsley's Annual Open Exhibitions, Schools, and community arts projects. We also work in partnership with other arts agencies to deliver exhibitions, such as Liverpool Biennial, 'Galleries Outside Liverpool' and pan Merseyside projects.

Prescot Museum, as well as the permanent displays, hosts a series of exciting temporary exhibitions each year, which access collections from other museums and support the National Curriculum. All special and permanent exhibitions are family friendly, with hands-on exhibits and interactive displays. There is a permanent collection which currently houses some 14,000 objects detailing the Borough's history.

As an overview, our galleries are used to present different types of exhibitions and work with and support artists and art / community groups of varying experience levels:

<b>Prescot Museum</b>	- Exhibitions which focus on local heritage / social history and the Museum Collection
<b>Kirkby Gallery</b>	- Professional exhibition space for individuals or groups
<b>Kirkby Centre</b>	- A smaller exhibition space for individuals or groups

**As a guide to prospective applicants, we plan our exhibitions as a three-year programme and will always have, as a minimum, booked at least 18 months in advance, so please do bear this in mind when submitting proposals. This is because we programme national touring exhibitions and more involved exhibitions further ahead due to the necessary development and organising time required. We will therefore take exhibition proposals at any point in the year and hope to let prospective exhibitors know within 3 months whether their proposal has been successful or not.**

## **Access**

All exhibitions and activities are organised with consideration to the physical access of all individuals, such as lower hanging heights, large print labels, hands-on activities designed to include all abilities and wheelchair access.

The Cultural Development & Events Service endeavours to make exhibitions intellectually accessible, helping people to better understand the artwork by facilitating activities linked to exhibitions and providing an artist's statement.

We aim to offer a diverse range of exhibitions in order to attract new and varied audiences.

## **Terms and Conditions**

### **Framing**

Work does not necessarily need to be framed but must be mirror plated, metal and clip frames will not be accepted. Mirror plates should be placed in the centre of the frames' vertical drop.

### **Content and Selection**

The Cultural Development & Events Service reserves the right to refuse work that may be deemed controversial or offensive to the gallery audience. The decision of Knowsley Council is final and is not open to debate. Priority will be given to work that may contribute to the aims of Knowsley's 'Sustainable Community Strategy' and has associated learning opportunities for the public.

### **Education**

The Cultural Development & Events Service will, where possible, facilitate creative and educational partnerships including public workshops, talks and demonstrations linked to the current exhibitions.

### **Proposals**

The Cultural Development & Events Service will consider proposals from all individuals and groups. Proposals should include:

- A completed exhibition proposal
- A selection of images (please note that if an proposal is successful, we will require good quality jpeg images of no less than 300 dpi) and / or link to a relevant website of the artists / groups work
- An artist's statement of no longer than one side of A4, including suggestions for an activity / activities that link to the exhibition

## **Responsibilities of the Cultural Development & Events Service**

### **The Cultural Development & Events Service will:**

- Record the condition of work as it enters Knowsley Galleries and insure work at the artist's price, for loss or damage, from the dates of entry through to collection
- Select any number of artists to exhibit together as it sees fitting
- Hang all work at its discretion and remove it ready for collection
- Publicise all exhibitions via the Council's Communications department
- Produce posters, leaflets and price lists as necessary
- Provide a space and facilities for workshops or demonstrations



- Provide glasses and light refreshments for exhibition Private Views / Openings
- Ensure adequate security
- Sell works and organise payment after the exhibition closes (where applicable)
- We will insure artwork from the point of collection through to return of artwork, for all exhibitions
- We will organise the transportation of artwork to and from our exhibitions, where required

### **Responsibilities of Exhibitors**

#### **Exhibitors will:**

- Deliver all work on the **Monday / Tuesday** two weeks prior to exhibition opening
- Collect all work within one week of the exhibition closing. The Cultural Development & Events Service reserves the right to dispose of work not collected.
- Provide a minimum of one free arts / educational activity relating to the exhibition, i.e. workshop, demonstration or talk.
- Provide good quality images of artwork for use in the council's publicity materials for exhibitions (jpeg images should be no less than 300 dpi)
- Provide a valuation of each artwork for Insurance purposes
- Read and sign exhibition agreement
- Ensure all work is mirror plated
- Clearly label each artwork with the number, title and full name
- Provide all exhibition related information / text and publicity material a minimum of one month in advance of the exhibition
- Agree all sales be made through the gallery. A commission of 25% will be charged on all works sold (with exception to the Open Art Exhibitions)
- Accept that compliance of Health and Safety guidelines may affect how work is displayed
- Take all packaging away as the galleries do not have storage space available

# Kirkby Gallery

