

Guidelines for Glen Street Project Artists

Glen Street Artists

Please read the guidelines in the following pages carefully and ensure that you have met all specified requirements. Even though works have been selected for Glen Street they may not be hung if specified guidelines are not met as determined by the curatorial team.

To assist you to meet the requirements please use the following checklist.

Checklist

I have:

- paid my participation fee to A&SC Inc
- emailed data sheets in **Word** format, one for each artwork, by the required date
- provided an image and **all** details for each art work on each data sheet: **title, year, medium, dimensions, sale price**

My artworks:

- are originals created by me
- are clearly identified with title and artist name on the back of the work
- are completed and dry

have appropriately sized D-rings attached to the back: no smaller than 12mm across the hinge as per the photo (shown actual size). The smallest 10mm triangular D-ring is too small.



- are in good condition and well presented, specifically:
 - canvases have neat, clean edges - if not please paint the edges to clean them up
 - dust free surfaces – both frame and canvas
 - clean polished glass, if applicable
- will be delivered by means organised by myself to Glen Street at 10am on specified delivery day, as instructed by the Glen Street Project Team
- will be collected from Glen Street by means organised by myself at 10am on the specified delivery day, as instructed by the Glen Street Project Team

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Sponsorship agreement

- All participating artists are bound by the terms of the Sponsorship Agreement between **Art & Soul Collective Inc** and **Glen Street Theatre**.

The Project Title

- The current Glen Street Project will have the overall Exhibition title of **Spectrum ...** series (eg **Spectrum 1, Spectrum 2, ...**)
- Each time a new set of artworks is hung, the exhibition number increases and the exhibition dates change, but the title will remain the same, for example **Spectrum 1** (January 2017 – late February 2017), **Spectrum 2** (February 2017 – early April 2017). This allows inclusion into your CV, professional development portfolio.

Insurance

- Art works are not covered for damage or theft under any insurance policy held by Glen Street Theatre or Art & Soul Collective Inc, therefore, artists leave their art works at Glen Street Theatre at their own risk.

Selection of works

- All artwork exhibited will be selected by the A&SC Inc and approved by Glen Street prior to installation. Selection/approval will be determined on the basis of photographs and details of works provided by artists. Preference will be given to more recent works. Due to space restrictions, not all submitted art works may be hung.

Artist's responsibilities

- All exhibitors must be current financial members of **Art & Soul Collective Inc**.
- **Fee for participation.** \$50 participation fee will be charged for each series of exhibitions – roughly six months. This fee enables artists to submit any number of works in all exhibitions for the particular series. Payment must be made prior to your works being hung in a **Spectrum** exhibition. Payment details are as follows:

Pay by direct deposit into the A&SC bank account electronically or at any Westpac branch.

Account Name: Art & Soul Collective Inc

BSB: 032096 **Account number:** 530773

Ref: *YourSurname*GlenSt.

- Please send us an email to let us know you've paid so we can track your payment.
- Artists must meet all deadlines stipulated by A&SC committee, eg supply of data sheets and information; delivery and collection of art works when requested; etc
- Participating artists are to help with tasks associated with this project as best they can when requests are made, eg helping to install exhibitions.

Presentation of artworks

- All art works must be originals created by the exhibiting artist and no more than 4 years old

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- Each art work must be clearly identified with title and artist name on the back of the work
- All art works must be dry
- D-rings attached and ready to hang on the wire and hook hanging system available in Glen Street foyer. D-rings must be positioned vertically, not side-ways.
- All art works must be in good condition and well presented, for example, canvasses must have neat, clean edges.
- Maximum height of 150 cm
- Prints must have edition information included

Display of art works

- The designated A&SC Inc Coordinators of this project will have the final say with regard to installation arrangement of art works
- Art works will be hung on the wire and hook system installed at Glen Street.
- Each art work will be labeled by a printed card affixed to the wall near the work, stating name of work, artist name, medium and price of art work and optional brief artist statement.

Sales

- No commission will be taken from sales.
- Artists are responsible for their own pricing.
- All sales inquiries for art works displayed will come through A&SC Inc in the first instance. A&SC Inc will then contact relevant artist & provide buyer details. Each artist is solely responsible for all sales procedures of their own work.
- Artist must notify A&SC of any sales of exhibited work.
- A&SC will arrange for red dots to be placed at sold works, including a print sold from an edition
- Sold works are to remain on display at Glen Street Theatre until the next art work change-over
- If an art work is sold and needs to be replaced mid-show, the committee will determine who & which art work is to replace it on the wall and when the change over takes place
- **WORKS CANNOT BE REMOVED FROM GLEN STREET THEATRE WITHOUT PRIOR APPROVAL BY THE COMMITTEE**

Publicity

- Photos of art works exhibited at Glen Street Theatre may be used in publicity material produced for Glen Street Theatre and Art & Soul Collective. Photos of participating artists may also be used for such purposes. If these photos are already published in the public arena, eg on Facebook, no further permission will be sought.
- Artist's may be asked to provide photos of themselves for purposes of publicity. There is no compulsion to provide such photos, but by doing so, permission to use them for publicity is given.

Communication

- Communication from the committee will largely be via email so please inform the committee if you are unable to access your email for any prolonged period.

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- Artists are to communicate with committee members via the A&SC Glen Street email account: ascglenstreet@gmail.com or the A&SC dedicated phone if urgent (**0431 149 185**).
- Contact the committee to discuss any issues as soon as they arise regarding the Glen Street project so that the project runs smoothly.
- If you need assistance with any aspect of your part in this project please just ask – there are plenty of us to help, we are a team!