

# SYDNEY COLLEGE OF THE ARTS

## SCA Gallery Exhibition Guidelines

### Exhibition Guidelines

Proposals for exhibitions and other projects that address the Gallery's primary aims and objectives are invited from artists, designers, curators and organizations.

Proposals should include:

- A clear and concise written description of the exhibition or project, no more than two A4 pages. This should include an outline of the conceptual/ theoretical framework or curatorial rationale and should describe the relationship between the ideas and artworks, plus the reasons for wanting to exhibit at SCA.
- A brief outline of the installation requirements, space requirements and preference for the date of the exhibition.
- Visual support material, such as slides (up to 10 slides), prints, CD-Rom, DVD or video. Please do not send originals. Documentation should be clearly marked with name of artist, designer, title or work, date, medium and dimensions.
- A selected, current Curriculum Vitae no more than 2 A4 pages. In the case of group exhibitions abridged CV's for each artist of no more than 1 page each.

Priority is given to proposals which:

- Explore key issues of relevance to contemporary art practice, design and new technologies;
- Promote international cultural exchange;
- Represent new works, not previously exhibited in Sydney;
- Contribute to the academic programs through associated events such as lectures, workshops, presentations etc.
- Are innovative, experimental and reflect issues of current social or critical significance;
- Are curated to a professional standard;
- Provide opportunities for collaborations with external events and cultural organizations;
- Reflect recent developments and achievements in research and artistic/ cultural production within the University;
- Represent more than one artist.

SCA Gallery supports NSW Public Sector Equal Opportunity, Equity and Diversity standards of practice.

### Budget Information

Listed below are the exhibition expenses that SCA can normally meet. Any variation to these are by the discretion of SCA and should be discussed with the Gallery Manager before submitting a proposal:

- Design and printing of Invitation (as per gallery format) + postage to gallery data base and limited artist's or curator's list (up to 20 addresses);
- Standard installation materials and staff assistance (e.g. white paint, nails, packaging) necessary for the hanging and dismantling of exhibitions. Any special requirements for an exhibition (e.g. hire equipment, hanging materials) need to be negotiated well in advance of the installation of the exhibition;
- Labels and signage;
- Exhibition opening event;
- Insurance whilst on SCA premises;
- General publicity and promotion (including line advertising in Art Almanac and SMH);
- Photographic documentation for SCA archive purposes.



## Exhibition Space Descriptions

### **SCA Gallery**

Walls	Particle board and plasterboard
Wall Height	East and South walls: 4000mm West Wall and dividing wall: 2500mm
Floor	Polished tongue and groove varnished timber
Ceiling Height	
Lighting	Fluorescent lights Halogen up-lights No track lighting
Hanging System	Nails or screws directly into panels
Additional Information	Retractable walls to enclose space housed in partition wall; Kitchen/Bar area; Toilets; No drilling into flooring

### **Gallery One and Gallery Two**

Walls	medium density fibre board panels
Wall Height	
Floor	tongue and groove varnished timber
Lighting	Fluorescent lights with dimmers
Hanging System	Moveable overhead track Nails or screws directly into panels
Additional Information	Both galleries are the same dimensions in reverse; single entry point; no windows; no drilling into floor.

### **Auditorium Foyer**

Walls	medium density fibre board panels
Wall Height	
Floor	timber parquetry
Ceiling Height	
Lighting	Halogen spots
Hanging System	Nails or screws directly into panels
Additional Information	Wall of doors opens into space; Toilets; No drilling into flooring

## Proposals and Enquiries

All exhibition enquiries and proposals should be directed to the SCA Gallery Manager.

Proposals are assessed by a committee and should be addressed to:

Gallery Manager  
Sydney College of the Arts  
Locked Bag 15  
Rozelle NSW 2039  
Australia

[scagallery@sca.usyd.edu.au](mailto:scagallery@sca.usyd.edu.au)