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◀ ST PAUL ST

Guidelines for Proposals to Gallery Three



ST PAUL St Gallery welcomes individual and collaborative group proposals for consideration and inclusion in the full schedule of exhibitions and events at Gallery Three. Gallery Three's annual programme consists of curated and proposal driven exhibitions as well as exhibitions and events by the School of Art and Design students. Gallery Three welcomes proposals from the broader arts, design and performance fields and is interested encouraging collaboration between disciplines. Proposals for Gallery Three are considered by the ST PAUL St Gallery Director and staff.

Individuals wishing to submit a proposal for consideration should follow the submission guidelines available below. There is no deadline for proposals.

Applicants should supply:

- Your name
- Institutional affiliation (if appropriate)
- Address
- Telephone
- E-mail address

- An outline of the proposed project addressing both the conceptual basis and a physical description. Please clearly state you are making a proposal to Gallery Three.

- Visual support material, including documentation that gives an indication of previous work. Visual support material can take the form of emailed jpg files, design brochures, photographs, images, sound and video on CD or DVD or links to online versions. Please label these clearly with the project name. Do not send original material.

- A concise CV and brief bio of each of the key people involved in the project and their roles and prior experience in art or design (please limit this to a page per person).

- An idea of your timeframe, both how long you wish to exhibit for and the minimum time you need before you are ready to exhibit.

- If your project is likely to incur a heavy financial burden please provide an indication costs and sources of income.

Please note the following remarks in presenting proposals:

- o Exhibitors in Gallery Three are given the use of the space, but unfortunately ST PAUL St is unable to offer support with fees or material costs. If your project is likely to incur a heavy financial burden please provide an indication of costs and sources of income.
- o Before completing a proposal, familiarise yourself with the space. Gallery plans can be downloaded on the website.
- o On average exhibitions and events occurring at Gallery Three range from one day to two weeks. Should your project require longer than this you will need to clearly explain your rationale.
- o Exhibitors are expected to meet their own technical needs for exhibition.
- o The ST PAUL St Gallery does not provide staff for Gallery Three. Exhibitors are responsible for opening and closing the gallery and minding their exhibition.
- o To support artists in promoting their exhibitions at Gallery Three, ST PAUL St Gallery generally assists its exhibitors with promotion and media exposure via the ST PAUL St Gallery website, mailing list and media contacts. It also archives documentation of exhibitions on the Gallery website.
- o ST PAUL St considers all proposals that are submitted for review. Due to the number of proposals and availability in the programme we are not always able to accommodate some projects or exhibitions despite their very high quality.
- o It is the policy of ST PAUL St Gallery to avoid exhibitions or events that demonstrate a perceived conflict of interest for AUT University or the School.
- o AUT staff wishing to discuss graduating and curriculum oriented events should consult well in advance with the Director who will be able to discuss programme dates and gallery policy in conjunction with the Gallery Committee. These events do not form part of the external proposal process.
- o Proposals from current undergraduate students at AUT University should be discussed with relevant lecturing staff prior to submission to the Gallery.

Email to: stpaul.gallery@aut.ac.nz
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