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◀ ST PAUL ST

Guidelines for Proposals to FrontBox



ST PAUL St Gallery welcomes individual and collaborative group proposals for consideration for FrontBox.

FrontBox is a street front project room attached to ST PAUL St Gallery One on 40 St Paul Street. As an enclosed window space, the site is available for viewing 24 hours a day, 7 days a week. Its programme will run parallel to activities in ST PAUL St Galleries One, Two and Three.

Proposals for FrontBox 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 FrontBox.

- 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 FrontBox 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 FrontBox does not have an audio system. Individuals proposing moving image works should take this into account.

- o On average FrontBox exhibitions will run for between three and six weeks. Should your project require longer than this you will need to clearly explain your rationale.

- o Exhibitors are expected to meet their own install and technical needs for exhibition. However, exhibitors should liaise with Gallery staff regarding technical needs including lighting; basic support will be given where and when it can.

- o To support artists in promoting their exhibitions at FrontBox, 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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