

2025 EXHIBITION INFORMATION AND CONDITIONS OF USE

One of the key goals for the Grace Cossington Smith Gallery is to deliver an exhibition program characterised by quality, diversity and professionalism. Our aim is to enrich both the local community and students through a rich and varied program.

GCS Gallery seeks proposals for solo and group exhibitions. With a focus on contemporary art practices we invite submissions from emerging and established artists and curators. We favour exhibitions that explore ideas and thinking across a range of subjects and themes and media enabling connections to learning.

Artists/curators are expected to be proactive: to organise participants (if a group show), supervise their own install (within the guidelines of the gallery heritage building demands), provide text, image and information for media, print and web and organise extra equipment if required. GCS Gallery posts details of all events on our website and social media, and contacts our email databases as our primary form of marketing.

If you are interested in submitting a proposal to exhibit in the GCS Gallery, find information on how to apply here. While all proposals are considered, the program is by selection or, in the case of special events, by invitation.

Applications close Saturday 17 August 2024.

HOW TO APPLY

1. EMAIL: Your proposal is preferred via email to: gcsgallery@abbotsleigh.nsw.edu.au
POST: However, it can be mailed to:
Grace Cossington Smith Gallery
Locked bag 1666
Wahroonga NSW 2076
2. Please read the following documents:
 - GCS Gallery Exhibition Space [PDF]
 - GCS Gallery Information and Conditions of Use [PDF]
3. Please complete the following:
 - GCS Gallery Proposal and Application Form

PROPOSAL DETAILS

- Curatorial outline of exhibition in PDF format: 1-2 pages explaining aims, outcome, relevance to contemporary art practice and the community. Consider how you will use the exhibition space, method of installation and special requirements (600 words)
- Brief bio/Curriculum Vitae in PDF format, tertiary qualifications (if relevant), exhibition history, publications etc: 1-2 pages for artist in solo show; 1 page per artist in group exhibition
- One PDF of support images: include titles, media and dimensions. For a solo exhibition include 10 images; for a group show include 20.

RENTAL INFORMATION

HIRE PERIOD: Three weeks, this includes one day each for installation and de-installation. (Exhibition opening hours are Tuesday to Saturday 10 am-5 pm. Closed public holidays.

COST: \$2,000 + GST (three weeks). A 50% deposit paid within 14 days of receiving confirmation. The balance is required one month prior to the start of the exhibition. A tax invoice will be issued.

20% + GST commission taken on sales.

WHAT GCS GALLERY PROVIDES

- Three week exhibition period per show, including installation and demount time. This includes three weekends. De-install the Monday after the last weekend
- Professional exhibition display area: heritage exhibition spaces are equipped with a gallery hanging system and lighting. No nails or pins can be used in walls. Call (02) 9473 7878 to discuss further
- Assisted/supervised curation
- Professional art handler to install (7 hours max) and set lighting. De-install offered at an extra fee
- Marketing and promotion: website image and information; design and format e-invite to send to our mailing list; line listing in Art Guide and Art Almanac; media release; social media outlets including Facebook and Instagram. All media must be approved by the gallery
- Display: room sheet, labels, digital screen at gallery entry
- Standard gallery running costs (special overhead costs may apply e.g. audio visual equipment hire)
- Glassware, tables, tablecloths, ice tubs (if required)
- Access to a small number of plinths and display cases
- Staffing: Gallery minding five days a week (10 am-5 pm Tuesday to Saturday, closed Sunday, Monday and public holidays)
- Public liability insurance.

WHAT THE HIRER IS RESPONSIBLE FOR

- Clear and timely instructions for exhibition installation
- One person nominated to represent the group in communication with the gallery and at install and de-install
- Written information about the exhibition and artwork images for press release, advertising and gallery information
- Permission to use images for advertising, website and social media
- Insurance of artworks for the time of the exhibition and transit
- Food, drink and ice for opening event (if required)
- Bar staff, with RSA, at opening event (if required).