

Dear **text+work** applicant

Thank you for your interest in our gallery programme of **text+work**.

The **text+work** concept promotes and provides a forum for challenging dialogue between innovative contemporary art, design, and media and its theoretical context.

The aim is to invite critical written commentary on visual imagery in order to encourage a discourse on contemporary practice and a forum for challenging and productive debate.

It provides a platform for practitioners, writers and curators who wish to examine and extend the boundaries between contemporary practice and critical discourse.

Please find enclosed our information pack which includes the manifesto for **text+work**, gallery policy, our gallery terms and conditions, a plan of the gallery space and a reply form for you to enter details of your proposal. We also ask for your application to be supported with a detailed proposal, images and CVs of curator or writer (s) and artist(s)

The Institute's Gallery Committee meets twice a year to select proposals for the **text+work** programme. The waiting list for exhibitions is approximately two years. The gallery can only respond to proposals that are successful; this is due to the volume of applications received and processed each year.

Please enclose a SAE if you wish for any of your submitted material to be returned to you. We look forward to receiving your proposal for consideration in our **text+work** programme.

Kind regards

Violet McClean  
**Gallery Officer**  
01202 363351

**text + work**

Violet McClean, **Gallery Officer**  
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text + work



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the gallery  
The Arts Institute at Bournemouth



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The Gallery, The Arts Institute at Bournemouth  
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Application No  
(Office use only):

## PART A - IDENTIFICATION

Name of applicant(s) for Text:

Name of applicant(s) for Work:

Title of Project/Exhibition:

Project description summary (maximum 50 words):

## PART B - ENCLOSURES

### TEXT

Please specify format and quantity of Material submitted (list pack/proposal content):

### WORK

Please specify format and quantity of Material submitted (list pack/proposal content):

## PART C - DECLARATION

As representatives of the project/collaboration named in PART A,

We confirm that we have read carefully the eligibility criteria, terms and conditions, exhibition policy and manifesto for text + work, which are contained in the application guidelines, and that the project/collaboration we represent meets this criteria.

We certify that the information contained in this application is accurate and correct. We will act as sole representatives for our text + work project/collaboration, and will keep other participants informed of the progress of the project/collaboration.

I/We would like to be added to the text + work mailing list and be informed of future projects.

(please tick)

Handling charge (£ 5.00) made payable to The Arts Institute at Bournemouth and SAE enclosed.

(please tick)

### TEXT

Name of person responsible for application:

Telephone:

Address:

Email:

Signature:

Date:

### WORK

Name of person responsible for application:

Telephone:

Address:

Email:

Signature:

Date:

# text + work

## Appendix to the Gallery Policy

### text + work

#### *The Manifesto*

**text + work** is the theme of the featured programme for the gallery with an anticipated five events programmed for a year.

**text + work** is concerned with the critical discourse of contemporary practice and its theoretical context. It aims to invite critical written commentary on visual imagery and their relationship is identified at the inception of each event and through its written text.

**text + work** exists in the form of gallery event, shared and networked exhibitions, critical texts and a website. The work of **text + work** will be known by a wide audience including those who may never visit the gallery space at the Arts Institute at Bournemouth.

**text + work** welcomes the public engagement in critical debate but acknowledges that its audience is that of the Institute's, our peers in the HE sector, professional practitioners in art, design and media and those interested in the critical debates within contemporary practice.

**text + work** furthers the scholarship and research agenda of the Institute and shares research activity through exhibitions, collaborative projects, touring exhibitions, published text and a website.

**text + work** promotes the strategic aims and mission of the Arts Institute at Bournemouth and values excellence in learning, teaching, research and practice.

**text + work** has a strong visual identity that will distinguish its activities and all forms of communication.

**text + work** events consist of an event (exhibition and/or performance) and an associated text with web pages. The text is the printed publicity for the events, and all information is to be found on the website.

**text + work** will be consistent in its intention and identity. The declared concern with the critical discourse of contemporary practice will be the criterion for selecting all featured events and exhibitions. The matching of text to display is to be identified in all proposals for inclusion in the featured programme.

*The manifesto should be read in conjunction with the Gallery Policy.*

## THE ARTS INSTITUTE AT BOURNEMOUTH

### GALLERY/EXHIBITION POLICY

The Gallery Group has agreed the following policy for the display of work within **the gallery** of the Institute:

1. The Gallery Group is responsible for programming exhibitions for **the gallery** as a venue for the display of contemporary creative work in the visual arts.
2. The featured programme, and associated activity, is defined by the theme of **text + work**. This theme informs the identity of the gallery and its programme and is the criterion for the selection for inclusion in the featured programme. The manifesto for **text + work** is included as the Appendix to this policy.
3. The Gallery Group will develop the potential of **the gallery** to display a variety of changing exhibitions.
4. Exhibitions and displays will reflect the Institute's Mission Statement and its promotion of excellence in art, design and media education.
5. The Gallery Group will promote exhibitions and activities in **the gallery** that further awareness in the Institute of contemporary practice and current critical debates.
6. The Gallery Group will seek to further its goals through appropriate collaboration with external partners.
7. The programme for **the gallery** will endeavour to include exhibitions with a national and international dimension in order to promote a wider awareness of contemporary art, design and media within the Institute and its region.
8. The Gallery Group will seek to involve a wider audience through exhibition exchanges, networks and the internet.
9. The programme may include exhibitions and displays of work that contribute to a shared awareness of the work of the Institute and provide visitors with a visual account of student attainment.
10. **The gallery** reserves the right to decline to exhibit, or remove from exhibition, any work without explanation or right of appeal. *Our gallery serves a diverse and cosmopolitan community and has a valuable role in connecting culture and social diversity. To enable the gallery to be enjoyed by all sections of our community, we will not display any material that we consider to be defamatory, abusive, discriminatory, hateful or otherwise offensive to public decency.*

**TERMS & CONDITIONS OF AGREEMENT FOR EXHIBITORS:**

**The Gallery Group of The Arts Institute at Bournemouth exercises delegated authority for all matters relating to the gallery and the text+work programme**

**1. Exhibition Selection:**

Any exhibition/writing proposal, whether generated internally or externally, must be submitted to the Gallery Officer. All submitted proposals will be presented to the Gallery Group, who will consider each submission with direct reference to text+work exhibition/writing policy.

**2. Proposal Content:**

A summary of the proposed exhibition content and technical requirement/essay concept, artist/writers statement, artist/writers CV, slides/visuals or examples of writing/publications, catalogues and copies of press coverage (if any), completed form.

*If the application is accepted, the exhibitor will receive an exhibition contract*

**3. Payments and Expenses**

- 3.1 An exhibition payment of £500 may be claimed by the exhibitor(s)/writer/curator involved in a text + work event. This is a total payment per event and the allocation of the payment may be shared, by agreement, between the participants.
- 3.2 The Gallery Group will assist with the cost of transporting works for the exhibition up to a maximum of £100 per exhibition with receipted evidence of expenditure.
- 3.3 Except by prior agreement, exhibitors and participants are expected to meet all other costs associated with production and display. Travel and subsistence expenses are **not** met by the Gallery Group.
- 3.4 The Gallery Group is responsible for the marketing and promotion of all activities in the gallery and meets all costs for any agreed promotional materials or events.

**4. Delivery and Return of Work:**

- 4.1 The exhibitor is responsible for works to reach the gallery at least five days prior to the opening, unless special arrangements have been agreed with the Gallery Officer.
- 4.2.1 No work may be removed from the exhibition until the end of the advertised period of showing.
- 4.2.2 The exhibitor must arrange for the collection and removal of works within seven days of the close of the exhibition. Any uncollected work remaining at the gallery two months after the end of the exhibition will be disposed of at the discretion of the Gallery Group

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- 4.2.3 The Gallery Group reserves the right to cancel an agreed exhibition if it becomes clear that the exhibitor(s) can no longer comply with text + work exhibition policy or terms of agreement for exhibitor.
- 5. Mounting/Installation:**
- 5.1 In the event of too many pictures being supplied for exhibition the Gallery Group reserves the right to edit the exhibition following consultation with the artist (s) where possible.
- 5.2 The hanging of all exhibitions must meet the final approval of the Chair of the Gallery Group, as advised by the Gallery Officer and the technical team.
- 5.3 All exhibitors will provide for all framing and presentation requirements, with the work delivered ready for gallery installation/exhibition.
- 5.4 All works should be clearly labeled with artist name, title of work, price if work is for sale or the value of the work if not for sale. This should concur with the list of works. All framed pictures and wall hung works will be fitted with gallery's hanging system for the duration of the exhibition or exhibitors may be required to fit mirror plates to the work.
- 5.4 Public safety in the gallery must be considered at all times. All works using electrical power sources must comply with the Institute's regulations and (if necessary) be checked by the Health and Safety Officer.
- 6. Insurance:**
- 6.1 The Gallery Group covers all works for insurance once they have entered the gallery, or have come within the care of the Institute. The works are covered for loss, theft, malicious, and accidental damage or destruction. Such Insurance shall be no less than the agreed value of the work, less the agreed commission and VAT on the Commission as in the list of work.
- 7. Copyright and Text:**
- 7.1 The Gallery Group shall not reproduce, or allow others to reproduce, work for exhibition or publication except in accordance with the policy, manifesto and website.
- 7.2 The copyright of all essays resides with the Gallery Group including the right to reproduce.
- 7.3 The Gallery Group holds the intellectual property to essays commissioned and respects all moral rights.
- 7.4 All essays (text +) are, normally, expected to be provided to the Gallery Group no later than two months prior to the opening of the exhibition. (Copyright Reference: IPR Policy, the Arts Institute at Bournemouth)
- 8. Marketing and Promotions:**
- 8.1 The Gallery Group may need to have a selection of photographs for publicity and marketing purposes and website. Normally, these should arrive three months prior to the opening of the exhibition.
- 8.2 The exhibitor/writer is asked to supply the Gallery Group with information regarding him/her for use in the marketing and publicity of text+work and the exhibition and essay. These should arrive three months prior to the opening of the exhibition.

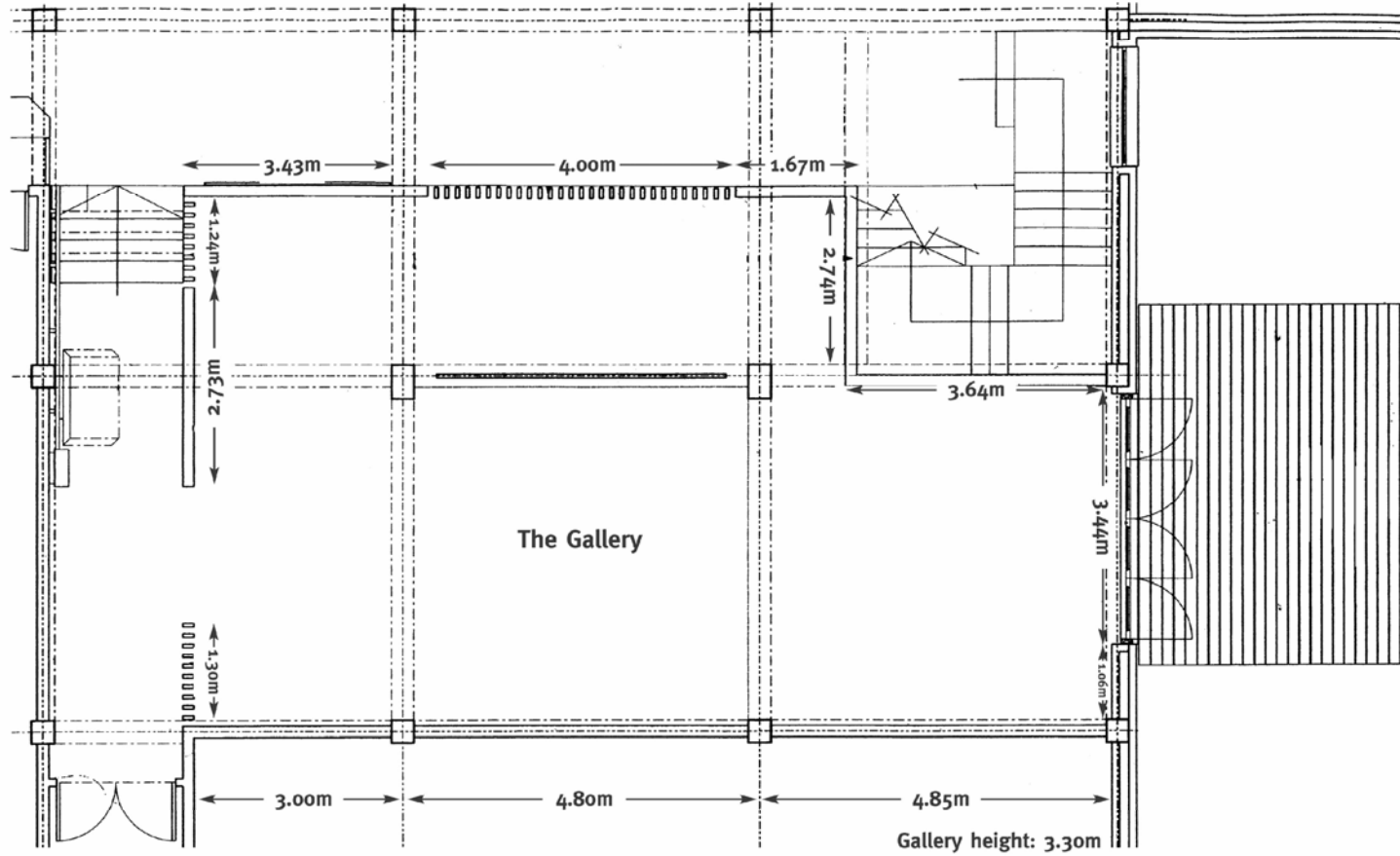
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- 8.3 Advertising will be arranged by the Gallery Officer which will include the text + work design (logo).
- 8.6 Promotional material and listings will be agreed as appropriate to each exhibition and essay.

### **9. Sales:**

- 9.1 Sales of work arising from exhibition will be subject to a commission of 30% + VAT of the purchase price payable to The Arts Institute at Bournemouth.
- 9.2 Negotiations for sales of work from an exhibition must be conducted through the Gallery Officer.
- 9.3 A work that is sold must remain on display until the end of the exhibition.

The Gallery Group  
The Arts Institute at Bournemouth  
July 2007



The Gallery, The Arts Institute at Bournemouth (text+work)