

FIG TREE GALLERIES





FIG TREE GALLERY & WORKSHOP

Local government has long recognised the invaluable contribution arts, culture and the creative industries makes to local employment, community wellbeing and vitality, tourism and economic development. Livingstone Shire Council looks for opportunities to strengthen the arts and creative industries, and facilitates positive social, cultural, economic, and wellbeing outcomes for our community.

Council is committed to the goals and strategies outlined in our *Community Plan: Towards 2050*. A thriving Livingstone prioritises the Traditional Owners and the importance of the place and country of Indigenous people, offers a diverse range of cultural activities and events, and develops and sustains a diverse economy.

Council acknowledges the traditional owners of the land on which the Fig Tree Galleries are located, the Darumbal people. The galleries are idealistically nestled behind two majestic heritage listed fig trees and comprise of three unique spaces:

- Leased space occupied by Paint Pot Gallery;
- Fig Tree Workshop;
- Fig Tree Gallery.

The new space will enable the accommodation of other community visual arts collectives and individual artists, thus improving the experiential quality of this space for all users.

LOCATION

Ideally located behind two magnificent fig trees at 31 - 35 Normanby Street, Yeppoon.

ENQUIRIES AND BOOKINGS

Council's Engagement and Events Team will manage the Workshop and Gallery Bookings.

Email	engagementandevents@livingstone.qld.gov.au
Phone	(07) 4913 5000
Website	www.livingstone.qld.gov.au
Facebook	https://www.facebook.com/livingstoneshirecouncil

Suitable for: Workshops of up to 15 people.

- Council may organise public programming alongside exhibitions, artists will be consulted during the planning process;
- Workshop proposals are accepted year-round and bookings are subject to availability of space and staff/volunteers;
- Applications are assessed by the Engagement and Events Team;
- Contact Council to discuss available dates prior to submitting a workshop proposal application; and
- Council will not collect participant fees for external parties, the artist or organisation facilitating the workshop is responsible for collecting fees from workshop participants.

THINGS TO THINK ABOUT...

- Organise any workshop materials/resources that will be required;
- Liaise with council officers and supply promotional information for sharing with appropriate logos and branding (if approved);
- Confirm access requirements, a swipe-card will be issued to the applicant;
- Tables and chairs will be in the space and limited to eight (8) trestle tables and fifteen (15) chairs; and
- Correct OH&S procedures and COVID safe practices.

AVAILABLE EQUIPMENT

- Sink (for art material use);
- Cleaning equipment and bins;
- Electronic whiteboard; and
- Kitchenette in adjoining workshop space.



TERMS & CONDITIONS

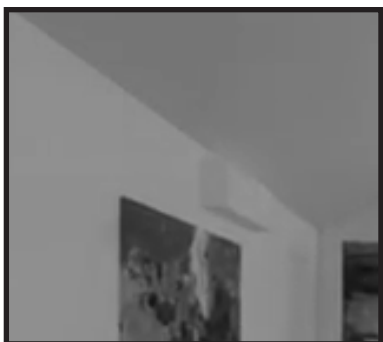


FIG TREE GALLERY

Dimensions: 67m²

Running metres: 15m @ 2600mm from floor level and 9.5m of hanging @ 3000mm from floor level.

- **Lighting: 15 x white lamp wans each with 7W lamps.**
- **Hanging system: Gallery Systems Australia Standard Hanging System**
- **8m of portable wall space**



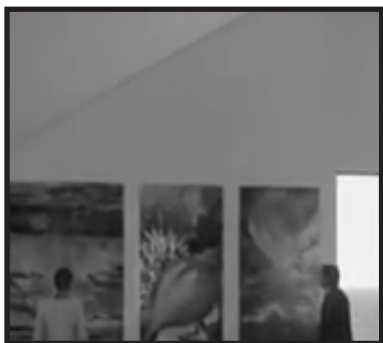
THINGS TO THINK ABOUT...

- Liaise with Council officers and supply promotional information for sharing (if approved);
- Confirm access requirements, a swipe-card will be issued to the applicant;
- Tables and chairs are available on request;
- Some display equipment is available on request including plinths and easels, projectors and screens; and
- Correct OH&S procedures and COVID safe practices.



AVAILABLE EQUIPMENT

- Sink (for art material use);
- Cleaning equipment and bins;
- Reception desk;
- Safety ladder;
- Television;
- Electronic whiteboard; and
- Kitchenette in adjoining workshop space.



EXHIBITION PROPOSALS

Council operates under a for-hire system, local and visiting artists/groups are able to hire the gallery for exhibitions. Council will endeavour to provide a balanced and exciting exhibition schedule and will manage bookings alongside touring exhibitions, displays from Council's art collection and curated projects.

- Typically, exhibitions openings are held on Friday nights, however, this may vary depending on the artist and/or Council. Council will be flexible and work with artists at all times.
- Exhibitions are scheduled for four (4) weeks;
- Expression of Interest will be activated in September each year for exhibitions the following calendar year;
- Proposals will be assessed by the Engagement and Events Team;
- Council encourages both established and emerging artists to exhibit in our spaces;
- Proposals are to be submitted using Council's Get Involved software;



- Successful applicants will be sent an Exhibition Agreement for signing; and
- Submission decisions will be up to Council.

DELIVERY & COLLECTION OF ARTWORK

The gallery does not have sufficient space to store artworks long term. Artworks need to be delivered and collected, on the designated bump-in and bump-out days unless previously organised with Council officers, such as exhibitions arriving via freight. Packaging material is to be removed by the artists after exhibition has been installed.

INSURANCE

- Artists or organisations must have their own Public Liability Insurance – minimum of \$20m.

ASSESSMENT CRITERIA

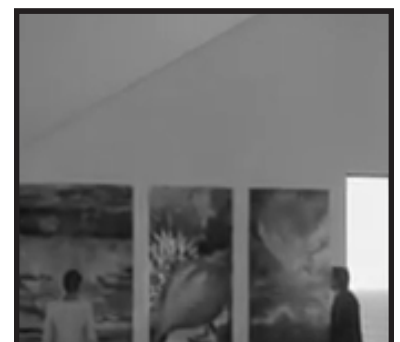
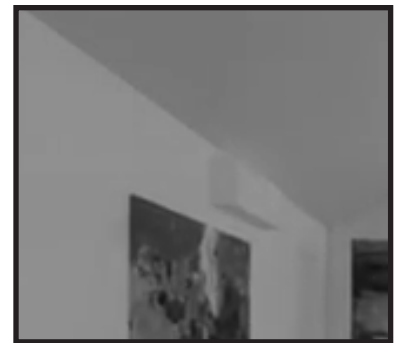
Exhibition requests will be assessed with the following criteria in mind:

- Availability of gallery spaces requested;
- Strength of curatorial concept;
- Scheduling a variety of concepts, art-forms, solo and group exhibitions;
- Quality, originality of artwork;
- Preference for new work;
- Suitability of exhibition for public programming;
- Installation and; logistical suitability of works.
- Works can be 2D or 3D and originality will be taken into consideration.

INSTALL & DEMOUNT

Bump-in and bump-out is generally on a Monday or Tuesday. The artist is responsible for full management of this process. Please ensure Council officers are aware of your desired schedule.

- No drilling into walls or other permanent marks are allowed;
- Existing hanging system must be used;
- Use of plinths, floating walls, etc is by agreement with Council; and
- No use of materials such as blue tack that will leave marks on the walls.





ARTWORKS

- Artworks should be the original work of the artist/s;
- Artworks should be clearly labelled with: artist's name, title, price;
- Artworks should be clean prior to installation; and
- Artworks should be ready to hang with D rings and wires.

2D WORKS

- Framed works must be ready to hang with 2 x D hooks and wires; and
- Unframed works and works on paper may use magnet system if appropriate.

3D WORKS

- Plinths or cabinets may be available for use, subject to availability;
- Other specific display items, such as busts for jewellery, are to be provided by the exhibitor; and
- Hanging pieces can only be hung on installed hooks.

DIGITAL AND INSTALLATION WORKS

Electrical equipment must be tested & tagged.

MUSIC & SOUND

If you require audio, video or some other form of multimedia as a part of your exhibition, please discuss this with Council during planning stages of your exhibition.

EXHIBITION SALES ARE THE RESPONSIBILITY OF THE ARTIST

- Artworks can be for sale or not for sale;
- There is no provision for artists to leave artworks for sale post exhibition;
- Sales must be handled by the artist or their representative(s); and
- All items must be removed at the end of the exhibition.

CATERING AND EQUIPMENT

The artist or group hiring the gallery/workshop is responsible for catering (both food and drinks). Please discuss your catering requirements with the officers who may be able to suggest ideas for your event.

- Food license may be required by catering businesses;
- Plates, napkins, and consumables are to be organised and provided at the hirer's expense;
- Tables and chairs can be provided by Council upon request and availability;
- There is limited glassware available in the workshop space; additional glassware and crockery are to be organised and provided at the hirer's expense;
- Kitchenette area, fridge and microwave are available for use in the workshop space if no prior bookings have reserved this space; and
- Food and drinks must not be taken in to the gallery space or in proximity to the artworks.

CANCELLATIONS

Please notify the Engagement and Events Team as soon as possible in the event that you need to cancel or re-schedule your booking or event. Please note advertising for exhibitions may commence up to six (6) months in advance.

SETUP & USING THE SPACE

- Use drop sheets if necessary;
- Tables and chairs will be in the space if ordered;
- Evacuation information will be displayed on a wall in the workshop area, please ensure that all participants are fully inducted prior to the beginning of your event;
- A risk assessment must be completed by the presenter once all artworks are installed, prior to the exhibition opening;
- A copy of the risk assessment must be forwarded to the Engagement and Events Team and;
- Should an emergency occur, please contact Council 24/7 on 4913 5000.

CLEAN-UP

- Kitchenette to be left clean and tidy, all washing up completed and put away;
- All rubbish to be bagged and placed into gallery wheelie bin or removed;
- Toilet area is clean;
- Tables are wiped clean and folded away;
- Vacuum or sweep the gallery area and mop any spills;
- Ensure all doors and windows are shut and locked, air conditioner(s) and lights turned off and;
- Remove all personal affects and exhibition collateral.

WORKPLACE HEALTH & SAFETY

- Exhibitors, workshop facilitators, workshop participants to wear appropriate clothing to work in and provide all appropriate personal protective equipment;
- Follow gallery staff instructions regarding Workplace Health and Safety and undertake any work safely and as per instructions;
- Galley staff may remove artworks from display if deemed unsafe; and Emergency exists and firefighting equipment must be kept clear at all times and;
- Exhibitors use equipment such as ladders to install work at own risk.



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