



**lamppost**  
GALLERY. ©

## **Artist Information Pack**

2016

lamppostgallery is an Anglican Parish of Mt Eliza initiative  
[mteliza.melbourneanglican.org.au](http://mteliza.melbourneanglican.org.au)

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# Lamppost Gallery

**Welcome** to Lamppost Gallery, and thank you for your interest in exhibiting in our space.

Lamppost Gallery is dedicated to exploring Christian spirituality and the arts. Through a program of quality contemporary visual art exhibitions, with supporting music, poetry, film and conversational events, Lamppost provides opportunities for artists and art lovers to connect, express and contemplate the diverse, often challenging, always inspiring issues and ideas of Christian gospel, thinking and practice.

The Gallery's focus on contemporary art follows a tradition of interest in art at the Anglican Parish of Mt Eliza, which holds in its permanent collection significant artworks by artists including Violet Teague, Leonard French and Cheryl Clark.

Lamppost Gallery is situated in the large, open foyer of St James the Less Church. All are welcome to visit the space, especially during the Gallery's three main exhibition seasons that take place each year and feature works of local, visiting, established and emerging contemporary artists.

This booklet includes all of the relevant information you'll need to confirm your interest, hone your exhibition proposal and make your connection with Lamppost Gallery a positive one.

## **Contact**

For all enquiries, including submission of the Artist's Exhibition Proposal Form (included here on page 13), contact the Lamppost Gallery Curator via the Anglican Parish of Mt Eliza Office.

Lamppost Gallery  
Anglican Parish of Mt Eliza  
105 Koetong Parade  
(cnr Nepean Hwy & Koetong Pde)  
Mt Eliza 3930

T: 03 9775 3301

E: [anglicanmounteliza@gmail.com](mailto:anglicanmounteliza@gmail.com)

Website: [mteliza.melbourneanglican.org.au](http://mteliza.melbourneanglican.org.au)

# The Gallery Space

Lamppost Gallery exists in the foyer of the Anglican Parish of Mt Eliza's St James the Less Church and provides an important space for the arts as well as an interesting and inspiring entry into the main church itself.

Lamppost Gallery has five main hanging walls, each appointed with art track and lighting. There is also ample open floor space to provide for three-dimensional sculptural installations, as required.

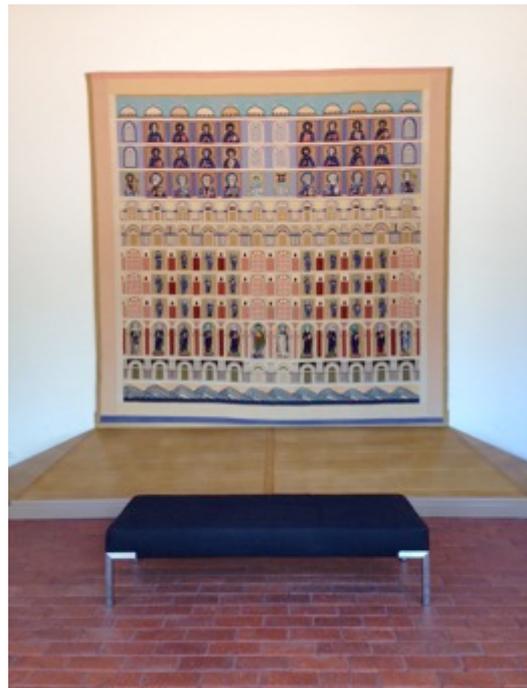
The photographs and floorplan included here indicate the layout of the Gallery space. Artists are encouraged to look at these as they develop their exhibition proposals.

As the floorplan shows, entry to the Gallery is via the main courtyard doors. Toilet facilities and a small kitchenette adjoin the Gallery space, as does the Main Church.

Lamppost Gallery is simply furnished with upholstered chairs and bench seating and includes café-style tables and chairs near the kitchenette area.

A large tapestry by artist Cheryl Clark forms part of the Anglican Parish of Mt Eliza's collection and is permanently mounted on the central wall opposite the entry doors.

An administration corner, providing information relating to the Parish community also remains permanently in the space. (Refer to the floorplan.)



***The bare Gallery wall and café furniture (above); the permanently mounted tapestry by Cheryl Clark, opposite the St James the Less Main Church entry doors (right).***

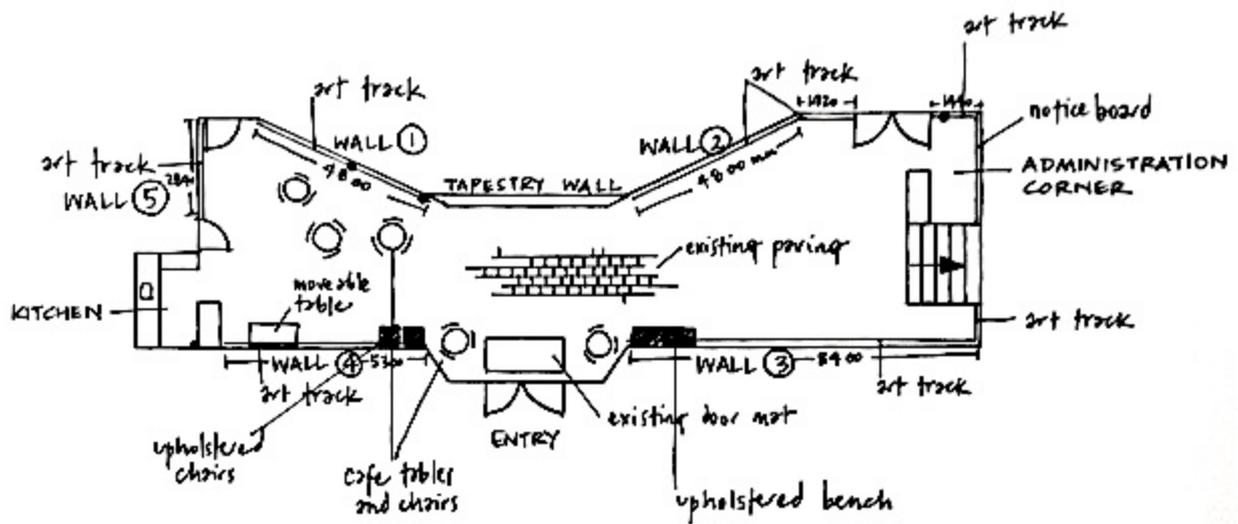
## Photos of space in use

(from *PAUL TOMS The Life and Death of Everyday* Exhibition, 27 March – 26 April, 2015)



**(clockwise, from top left): Wall #3; administration corner; view to kitchenette and Wall #5; brochures and room sheets; view to large Wall #1 and Wall #5; view to Wall #4 and main entrance doors.**

## Lamppost Gallery Floorplan



*Not to scale.*

*All measurements in mm.*

**Key:**

- **power point**

## Exhibition Seasons

Lamppost Gallery currently hosts three main exhibition seasons per year, each including the work of invited artists. Each exhibition season runs for four weeks and has a visual art show as its main focus.

An up-to-date schedule of events is posted on the Lamppost Gallery webpage. Visit <http://mteliza.melbourneanglican.org.au> and follow the links for details.

## Gallery Hours

Lamppost Gallery is open to the public during exhibition seasons at the following times:

Wednesday – Friday	11am – 3pm
Saturday – Sunday	1 – 4pm

(closed Monday and Tuesday)

Lamppost Gallery reserves the right to close the Gallery to the public if a wedding, funeral or other unforeseen event requires use of the space during an exhibition season.

## Lamppost Gallery Group

The Lamppost Gallery Group is responsible for designing the exhibition program and overseeing the related events as they happen in the Gallery space. This is a volunteer committee and includes a Gallery Curator, Parish Warden and several other representatives from the Anglican Parish of Mt Eliza, all appointed by and accountable to the Vicar, Wardens and Parish Council.

## Volunteer Gallery Staff

A minimum of two volunteer Gallery Attendants (trained and rostered by the Lamppost Gallery Group) staff the Gallery during opening hours. Their role is to welcome visitors to the space, offer information on the Artist and artwork

being exhibited and promote other complementary events that are on offer in the Parish during the exhibition season.

Volunteer Gallery Attendants are also rostered to sit in the space on Sunday mornings while services are in progress, to ensure security of the artworks.

The exhibiting Artist is expected to assist in staffing the gallery on pre-arranged days each week that the exhibition is running. These days will be negotiated with the Curator prior to the Exhibition Opening.

## Selection of Exhibiting Artists and Artwork

Lamppost Gallery hosts three main exhibitions throughout the year and in each case exhibiting artists are selected and invited by the Gallery Curator, on behalf of the Lamppost Gallery Group, because their artworks:

- illuminate or inspire openness around issues and ideas of Christian gospel, thinking and practice;
- demonstrate proficiency in art practice;
- are professionally presented; and
- promote contemplation of themes relevant to the local community.

The Lamppost Gallery Group selects artists and artworks at its discretion. The Lamppost Gallery Group also reserves the right to disallow artwork it deems sensitive, inappropriate or offensive in the context in which it is to be exhibited.

All artists who would like to exhibit at Lamppost Gallery are encouraged to submit an Artist's Exhibition Proposal Form (refer to page 13), which will be considered according to the criteria outlined above.

## Installing and De-installing the Artwork

Installation of artwork takes place on the Wednesday before the Exhibition Opening, from 12pm. The Artist must attend the Gallery at this time (unless an alternative arrangement has been made) and assist the Curator to install the works.

De-installation takes place the day after the close of the exhibition. Again, the Artist must be in attendance and will assist the Curator with removal of the

artworks. The Artist must take all works (excluding those sold during the exhibition which purchasers have collected or arranged to collect) on this day.

## Opening Events

The Exhibition Opening takes place on the first Friday evening of the exhibition, 7–9pm. The event typically involves welcome and introductory speeches, a comment from the Artist and the service of light finger food and beverages. The Lamppost Gallery Group supplies and serves all food and beverages at the Exhibition Opening. The exhibiting Artist is expected to arrive by 6:30pm to help ready the space, and stay for the duration of the Exhibition Opening.

A short program of other events will accompany the visual art exhibition each season, and will follow or expand on the themes raised by the artwork on display. This short program will typically be comprised of 1–3 other arts events, such as poetry readings, indoor/outdoor cinema, round table or panel conversations, music performances, and family arts fests. These will be scheduled at various times over the opening weekend of the exhibition. The exhibiting Artist is not required to attend these extra events.

## Publicity

Lamppost Gallery produces a digital flyer, printed postcards and posters for each visual art exhibition and related season events. Exhibitions are promoted via the website <http://mteliza.melbourneanglican.org.au>, Lamppost's Facebook page and mailing list as well as local community newspapers, libraries, radio, online tourism sites and parish bulletins, and occasionally, The Melbourne Anglican (TMA) newspaper.

Artists are also encouraged to use the digital flyer supplied by the Gallery to promote their exhibition amongst their own networks.

## Insurance

The Anglican Parish of Mt Eliza has full public liability insurance.

Artists are responsible for insuring their artworks (and any other personal property) in the unlikely event that it is damaged in transit to and/or from the Gallery, at the time of installation or de-installation, or during the exhibition.

## Hire Fees

The Parish currently does not hire out the Lamppost Gallery to the general public, and does not charge the exhibiting Artist hire fees for the use of the Lamppost Gallery.

## Exhibition Sales, GST Obligations and Commission

Lamppost Gallery is equipped to manage the sale of artworks exhibited in the space by the Artist. Payment methods are credit card, EFTPOS or EFT only. Artworks are only released to purchasers after the exhibition closes, and once payment has cleared.

If the Artist is GST-registered, then each sale price will include a GST component. If the Artist is not GST-registered and does not have an ABN, then no GST is included in the sale price.

The Parish currently deducts a commission of 10% + GST from all sales of artwork made by the Lamppost Gallery.

# Gallery Responsibilities

The Lamppost Gallery is an initiative of The Anglican Parish of Mount Eliza. As such, the Parish shall:

- ensure the Gallery, including the three toilets and kitchenette adjoining the space, is in good order and clean;
- provide standard track lighting for illumination of the Artist's works within the Gallery;
- provide all reasonable assistance (if required) to the Artist during the exhibition;
- provide all reasonable assistance (if required) to the Artist to install and de-install artworks for the exhibition within the Gallery;
- provide information regarding the services available to the Gallery, including access to PA music for use at the exhibition;
- undertake all publicity and provide the Artist with digital copies of the publicity documents. The Artist may be asked to contribute to the cost of the publicity documents if the cost exceeds \$350.00;
- hold the Artist's work on consignment;
- provide credit card, EFTPOS and EFT facilities to allow for the purchase and invoicing of artworks;
- be responsible for receiving all proceeds from the sale of the artworks;
- at the close of the exhibition provide the Artist with a list of all works sold and remit all monies to the Artist less the commission payable to the Parish of 10% of the sale price + GST and any agreed expenses (including GST), within 30 days;
- in conjunction with the Artist, through the Parish's nominated Gallery Curator and the Vicar, collaboratively determine which of the Artist's works will be exhibited;
- in conjunction with the Artist, through the Parish's nominated Gallery Curator and the Vicar, collaboratively determine the open dates and times for the exhibition;
- provide volunteer Gallery Attendants to supervise the Gallery during open hours;
- maintain and keep maintained public liability insurance cover for \$20,000,000;
- conduct an Exhibition Risk Analysis immediately prior to the Exhibition Opening, and regularly throughout the exhibition;
- provide a maximum hospitality allowance of \$250.00 to cover the cost of food and drinks on the opening night of the exhibition. The food and drinks will be purchased by the Lamppost Gallery Group and served by Parish volunteers.

# Artist Responsibilities

The Exhibiting Artist shall:

- be responsible for insurance for the Artist's artworks or other property belonging to the Artist;
- guarantee that the Artist has not breached any copyright or patent laws or copied other works without permission;
- pay to the Parish commission at the rate of 10% of the sale price + GST for each piece of artwork sold plus any agreed expenses (including GST);
- in conjunction with the Lamppost Gallery Curator and the Vicar, collaboratively determine which of the Artist's works to exhibit;
- in conjunction with the Lamppost Gallery Curator and the Vicar, collaboratively determine the open dates and times for the exhibition;
- provide photographs of the chosen works to the Parish's Gallery Curator for the purpose of developing publicity documents;
- provide a list of works to be exhibited, including titles, sizes and prices;
- provide a one-page Artist's Statement giving a short commentary on some or all of the works or the exhibition as a collection of works;
- pack and transport the works of art to and from the Gallery;
- with the Parish's Gallery Curator, be responsible for installing and de-installing the selected artwork for the exhibition;
- conduct an Exhibition Risk Analysis immediately prior to the Exhibition Opening, and regularly throughout the exhibition;
- unless otherwise arranged, collect all works of art the day after the end of the exhibition and leave exhibition space in good order and clean;
- not provide food or drinks for consumption during the Exhibition.



## Artist's Exhibition Proposal Form

### Artist Details

Name:

Address:

Phone/s:

Email:

Website:

ABN (if applicable):

Are you registered for GST?  Yes  No

### Proposed Exhibition Details

Exhibition Title:

Preferred Exhibition Dates (if any):

Brief Summary (approx. 100 words):

**Please include 3–5 images of the work/s you intend to exhibit, or previous work if new images are not yet available.**

**Send this completed form with relevant images to:**

***Lamppost Gallery, Attn: Curator, Anglican Parish of Mt Eliza, 105 Koetong Parade, Mt Eliza, VIC 3930***

**or via email to [anglicanmounteliza@gmail.com](mailto:anglicanmounteliza@gmail.com)**

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