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1.0 Hinchinbrook Shire Council's Role

- 1.1 Council shall encourage the display of a diversity of art, social history and educational exhibitions in the Gallery Hinchinbrook, which will service the needs of Hinchinbrook Shire residents and visitors.
- 1.2 Council shall inform Barrier Reef Institute of TAFE immediately of all Gallery bookings.
- 1.3 Council shall inform the Barrier Reef Institute of TAFE immediately of any damage to or repair required by the Gallery.

2.0 The Great Barrier Reef Institute of TAFE's Role

- 2.1 The Great Barrier Reef Institute of TAFE as the lessor of the Hinchinbrook Gallery will be responsible for day to day maintenance and shall ensure that the Gallery is kept in a clean, presentable and safe condition.
- 2.2 The Barrier Reef Institute of TAFE will advise the Council immediately of any Gallery bookings not made through Council.

3.0 Purpose of this Policy

- 3.1 This Exhibition Policy provides guidelines on priorities for Exhibition Program development, which reinforce Council's objectives.
- 3.2 It is expected that this Policy will assist the Gallery to prepare for the challenges of the 21st century and beyond.
- 3.3 The Policy shall be used to develop a plan of action for exhibition programming.

4.0 Who is Responsible?

- 4.1 The Cultural Officer accepts responsibility to organise for the planning and management of the Exhibition Program in accordance with this policy.
- 4.2 The Cultural Officer may authorise individuals or groups to undertake specific tasks and then monitor their performance.
- 4.3 The Cultural Officer shall plan for and cause the Policy to be reviewed at least bi-annually after inviting public comment, in order to determine whether the policy continues to meet changing circumstances.
- 4.4 The Cultural Officer will determine whether, and on what terms and conditions, an exhibition will be accepted, will maintain a record of incoming exhibitions, will organise a contract with the lender and will document the movements of borrowed exhibitions.

5.0 What does this Policy Cover?

- 5.1 This Policy covers exhibitions, whether the exhibition contents are owned by the council, TAFE, individuals or organisations from elsewhere.
- 5.2 The Policy covers all types of exhibition contents including works of art in all their diversity, and other historical and contemporary objects, and those associated with educational themes.
- 5.3 The Policy accommodates the development of exhibitions from and by all sectors of the Hinchinbrook Shire Community within the constraints of established procedures.
- 5.4 The Exhibition Program and associated education and public programs may involve considering the nature and needs of one or more of the following:
 - Historians
 - Private Collectors
 - Hobbyists
 - Members of Community Clubs and Societies
 - Schools
 - Visitors
 - Artists
 - Students
 - Gallery Staff & Volunteers
 - Arts workers in Other Institutions
 - Other Users such as Phone and Correspondence Enquirers
 - Council Staff & Councillors
 - Gallery Funding Bodies including Sponsors
 - Local & Regional Organisations
 - Collectors of Historical Materials
 - Senior Citizens
 - Youth
 - Families
 - Single Adults
 - Private Enterprise
- 5.4.1 In relation to one or more of the following:
 - Exhibition Design and Implementation
 - Interpretation
 - Exhibition Programming
 - Education Policy and Programming
 - Artist's Professional Development
 - Public, Student, and Professional Research
 - Educational Institutions
 - Visitor Reception
 - Information Services
 - Security Attendance
 - Collections Management
 - Marketing and Public Relations
 - Practices
 - Merchandise

- Arts Administration and Gallery Management

6.0 What is the Work of an Exhibition?

6.1 Aspects of exhibitions may include:

- Determining the specific exhibitions which should make up a program
- Locating such exhibitions and negotiating to receive them
- Determining a main theme as the basis of one exhibition
- Selecting objects, documents and/or works of art
- Liaison with external exhibition organisers
- Correspondence
- Record keeping
- Exhibition Documentation
- Recording
- Acquiring exhibition furniture and equipment
- Installation
- Dismantling
- Lighting
- Conservation Recording
- Climatic Controls Monitoring
- Promotion
- Advertising
- Interviews
- Press Releases
- Grant Applications
- Paid and Unpaid Staff Recruitment
- Training and Supervision
- Exhibition Openings
- Catering
- Development and Implementation of Education Programs and Other Public Programs

6.2 Education programs to supplement the Exhibition Program may include:

- Video/film session
- Slide show
- Lecture
- Guided tour/floor talk
- Multi-media
- Artist's talk
- Flyer/brochure
- Workshop
- Seminar
- Forum
- Scholarly and other types of catalogue
- Newsletter
- Schools outreach program
- Adult outreach program
- Teacher's meeting and/or seminar and/or workshop

- Competition
- Education kit
- Special access to selected works of art
- Lunchtime concert
- Gallery poster
- Other publications

6.3 Exhibition programs might involve other forms of art such as literature, including poetry, music, theatre, dance and film as part of an exhibition or as a supplement to an exhibition.

7.0 General Objectives

- 7.1 To manage the Gallery in accordance with recognised public museum functions: A non-profit making, permanent institution, in the service of society and its development and open to the public, which acquires, conserves, researches, communicates and exhibits for the purposes of study, education and enjoyment, material evidence of man and his environment (International Council of Museums).
- 7.2 To create an image of the Gallery as a place of excitement, activity, enlightenment and knowledge; one which inspires community members to have involvement; one which can promote an understanding of the value of public exhibition spaces; one which inspires community members to feel a sense of ownership; one which attracts new visitors and one which encourages an increase in the number of return visits.
- 7.3 To ensure the nature and needs of Gallery visitors and users are first priority.
- 7.4 To consider facilities for the physical comfort of visitors.
- 7.5 To provide visitors and other users with ease of physical access to the Gallery building and its exhibitions and education programs, services and facilities.
- 7.6 To be flexible and adjust Gallery opening hours where desirable and practical.
- 7.7 Not to act as a commercial Gallery.
- 7.8 To seek the advice of an independent external consultant as required.
- 7.9 To explore opportunities for sponsorships, donations, grants, and other funding allocations for exhibition programming and exhibitions, in accordance with guidelines and conditions in this Policy, Plan of Action and any schedules.

8.0 Exhibition Program

- 8.1 To provide an Exhibition Program which is innovative and which meets professional museum industry standards.

- 8.2 To encourage an expanding appreciation of works of art by providing the opportunity for the community to experience a broad spectrum of types of and conceptual bases in works of art.
- 8.3 To ensure the Gallery is a venue for the presentation of the history, including contemporary directions, of art.
- 8.4 To work toward the situation where exhibitions can be initiated from the Hinchinbrook Shire Community and toured through Queensland and around Australia so that the community is serviced in a wider forum.
- 8.5 To provide a resource which is enjoyable and educational.
- 8.6 To work towards providing an Exhibition Program which presents the Gallery as a "living" experience.
- 8.7 To develop an Exhibition Program which provides a balance of local and regional exhibitions, and touring exhibitions.
- 8.8 To provide, in any one year, for at least the majority of exhibitions to be free of entry charge to visitors.
- 8.9 To use paid staff to oversee the management of the Exhibition Program.
- 8.10 To provide training opportunities in professional development for paid and unpaid staff involved with Exhibitions and related education programs.

9.0 Exhibitions

- 9.1 To make choices for the development and programming of different exhibitions, which over a period of time are scheduled to meet the diverse needs of the Hinchinbrook Shire Community, its visitors and the wider public.
- 9.2 To accept the professional judgement of public art galleries and related professional organisations when they offer touring exhibitions to the Hinchinbrook Shire Council.
- 9.3 To acknowledge the interests and working practices of people from different cultural backgrounds, and/or from various small groups in respect of an exhibition concept, objects chosen for the exhibition, installation procedures and related services for exhibitions, which are developed by or about such individuals and groups.
- 9.4 To accept requests from local and regional residents to exhibit, on a first-come first-accepted basis, subject to their acceptance of conditions for use of the exhibition spaces.
- 9.5 To use the Council's own collection of works of art and historical material as the basis for some exhibition development.
- 9.6 To document each exhibition, with written and photographic records.
- 9.7 To require a letter of agreement of contract to be exchanged with exhibition organisers, to take effect from the first booking after this policy is approved.

- 9.8 Where Council curates an exhibition with works of art, to work towards the situation where it can endeavour to pay artist's fees/expenses in accordance with the guidelines provided by the Australia Council's Visual Arts and Crafts Board.
- 9.9 To ensure each exhibition is appropriately labelled and textualised.
- 9.10 To involve a minimum of four different community groups each year in exhibition idea generation, development and/or implementation.
- 9.11 To introduce opportunities for at least one community group each year, which has previously not been involved in the gallery, in exhibition idea generation, development and/or implementation.
- 9.12 To aim to show each exhibition for at least one month in order to :
- Encourage repeat visitation
 - Arrange diverse activities
 - Give the community many access opportunities.
- 9.13 To provide at least one exhibition per year which focuses attention of the visual arts of a group in the community with a special cultural background.
- 9.14 To provide at least one exhibition per year which acknowledges the cultural diversity of the Australian community.
- 9.15 To provide at least one exhibition per year which focuses on the contributions of Aboriginal and Torres Strait Islander communities and people.
- 9.16 To provide at least one significant exhibition per year for the benefit of regional artists.
- 9.17 To work towards the situation where in-depth research and scholarship support the development of exhibitions.

10.0 Curatorial Training

- 10.1 To educate the community in the value of curating exhibitions.
- 10.2 To encourage the curating of exhibitions by the regional community.
- 10.3 To work towards the situation where all local exhibitions are curated or assisted by a professionally trained and experienced curator.
- 10.4 To work towards a situation where local people can be trained in curatorial skills.

11.0 Education Programs

- 11.1 To educate the community in the value of exhibitions which are accompanied by Education Programs.

- 11.2 To encourage a visit to the Gallery to be part of a larger learning process.
- 11.3 To explore the options and challenges of providing for multi-sensory learning experiences as part of exhibitions.
- 11.4 To recognise the need to provide educational support material for contemporary and historical exhibitions.
- 11.5 To provide educational support material for a minimum of two exhibitions each year, as from year two of this Policy.
- 11.6 To work towards the situation where every exhibition has accompanying educational support material or services of some kind.
- 11.7 To provide educational program backup for at least one exhibition per year for children from kindergarten and preschool.
- 11.8 To provide educational program backup for at least one exhibition per year, which meets one year or level of curriculum needs across subject areas within primary schools, and promote to regional schools.
- 11.9 To provide educational program backup for at least one exhibition per year which meets one year or level of art/social history/other discipline curriculum needs within the secondary school system, and promote to regional schools.
- 11.10 Each year, to provide information assistance to tertiary institutional lecturers and teachers and their students, in relation to the exhibitions.
- 11.11 To consider using artists or other specialists, who have appropriated visitor-relation skills, in the delivery of visitor information services in relation to specific art or other exhibitions.

12.0 Team of Workers

- 12.1 To encourage interested persons to consider the necessity and viability of establishing a Gallery Operations Group to assist the Cultural Officer.
- 12.2 Where a Gallery Operations Group is established, then to encourage the group to establish an Exhibition Selection Team to assist the Cultural Officer.
- 12.3 To encourage both groups to be comprised of committed members from the community and at least one member from the paid staff of the Hinchinbrook Shire Council.
- 12.4 The Gallery Operations Group would:
 - advise on members of the community who may be able to make a contribution to the Exhibition Program
 - Assist with promotion of specific programs as required
 - Make suggestions for education programs, events, services and publications etc. which may be appropriate to supplement the Exhibition Program
 - Assist with the installation and dismantling of specific exhibitions as required

- Assist with exhibition openings
- Assist with the day to day operations of the Gallery as required.

12.5 The Exhibition Selection Team would:

- Analyse exhibition proposals submitted by the local community
- Advise on which exhibitions curated by/derived from individuals or groups can be scheduled into exhibition program.
- Provide reasons when exhibitions are rejected.

Gallery

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Plan of Exhibition Room

