



Name of Policy	Policy and Procedures on the Exhibition of Works of Art
Description of Policy	This policy and procedures elaborate the principles for exhibition of art works at Australian Catholic University.
<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision 12 November 2010	
Description of Revision	This policy and procedures, together with the Policy and Procedures on the Acquisition of Works of Art, replace the former Art Exhibition and Collection Policy.

Policy and Revision Number	2010/1
Original Effective Date	
Review Due Date	January 2014
Revision Effective Date	
Approval Date	January 2011
Approved By	Vice-Chancellor

POLICY AND PROCEDURES ON THE EXHIBITION OF WORKS OF ART

Table of Contents

Preamble	3
1.0 Art Display	3
2.0 The University Galleries	4
3.0 Visiting Artists/Scholars-in-Residence	6
4.0 Funding for and Maintenance of the University Galleries	6
Appendix 1 – Universities Galleries Committee	8

POLICY AND PROCEDURES ON THE EXHIBITION OF WORKS OF ART

Preamble

This policy and procedures elaborate the principles for exhibition of art works at Australian Catholic University. In support of this policy and procedures the University has established the University Galleries Committee (see Appendix 1).

The place of the arts within Australian Catholic University is explicitly identified in its Mission Statement as follows:

Through fostering and advancing knowledge in education, health, commerce, the humanities, the sciences and technologies, and the creative arts, Australian Catholic University seeks to make specific contributions to its local, national and international communities.

Further, the *University Strategic Plan 2009-2011* highlights the basic nature of Australian Catholic University thus:

As a Catholic university, it pursues all its activities, including its research and teaching within the Catholic intellectual tradition. This necessitates a deep commitment to research, as well as teaching. It manifests itself in a continuing exploration of the sacred, the value of the human person and the common good.¹

1.0 Art Display

1.1 The context and manner in which art is displayed within the University are an integral aspect of the University's policy of integrating works of art into the everyday experience of the University community. By exhibiting works of art in corridors, foyers and other public areas, which are accessible to the public, the University is providing an environment in which works of art become a vital part of the everyday life of the community, as well as providing access to the works of art for use in scholarly programs.

To achieve the objectives outlined above, and to comply with the Federal Government's tax regulations and Australia Council funding requirements, works of art in the University are also displayed in the following manner:

1.1.1 University Galleries: In order to attract grants from the Australia Council and to be eligible to receive tax deductible gifts and bequests under the Federal Taxation Incentive Scheme for the Arts but, more importantly, to invite the University and wider community to view formal exhibitions of art, the University has designated galleries and opens them to the public. The University galleries are Public Gallery Areas, and should conform to the industry standard with respect to display and storage of art works. Exhibitions will be managed at a local gallery committee level and overseen by the local Gallery Coordinator. Campus Operations assistance should be sought for hanging of exhibitions, in order to

¹ *Australian Catholic University Strategic Plan 2009 -2011*, p. 2.

safeguard the fabric of the galleries and meet occupational health and safety requirements.

- 1.1.2 Determination of the commission on any artwork sold through University gallery exhibitions is at the discretion of the local gallery committee, but should not exceed 30 percent of the sale price.
- 1.1.3 Private Areas: In private areas, such as staff and departmental offices, the supply and display of privately owned works of art, consistent with the identity and mission of the University, is at the discretion of users.
- 1.2 The University also has an art collection (see *Policy and Procedures on the Acquisition of Works of Art*). Whenever major works from the collection are displayed within the University, there should be accompanying material placing the works in their cultural context.
- 1.3 Maintenance of artworks should be overseen at the campus level by the Office of Properties, with outside conservators employed as necessary by the Office of Properties.
- 1.4 Provision needs to be made for the safe storage of artworks not currently on public display.
- 1.5 In relation to the display of works of art on campus and the cultural and education objective of “integrating works of art into the everyday experience of the University community” (Section 1.1), all artists will receive attribution, where possible.

2.0 The University Galleries

2.1 Exhibitions

The University’s galleries are open to proposals for exhibitions from interested artists, art groups, curators and other institutions. The selection of exhibitions, both internal and external to the University, should reflect the University’s mission and this Policy and Procedures.

These specified galleries will be used as exhibition areas on a regular basis with changing exhibitions focusing on the themes outlined in the *Policy and Procedures on the Acquisition of Works of Art*, Section 2.

The local gallery committees will be responsible for booking with Campus Operations and curatorial oversight of these spaces with regard to the exhibition of art works.

The galleries will be open to the public at specific times, determined by the local gallery committee in consultation with Campus Operations.

Insurance cover of exhibitions should be determined by local gallery committees in consultation with the University Insurance Officer.

Sponsorship may be sought for particular exhibitions.

Partnerships may be entered into with other galleries for the staging of particular exhibitions. A clear agreement should be established as to the responsibilities of each member of the partnership.

2.2 Gallery Coordinators

Each of the University's galleries is managed by a Gallery Coordinator, who is appointed by the Executive Dean of Arts and Sciences and responsible for:

- chairing the local gallery committee;
- the exhibition program in the local University gallery;
- implementation of policies determined by the University Galleries Committee;
- learning and teaching of students in the gallery setting through curatorial and exhibition opportunities in consultation with the relevant Course Coordinator(s);
- supporting the University identity and mission through relevant exhibitions;
- profiling the University through the exhibition program;
- developing the public profile of the gallery and collection;
- developing and maintaining art industry and relevant community relationships and partnerships;
- liaising with Campus Operations on the functioning, booking, etc. of the gallery;
- supporting the management and development of the University's art collection according to national industry standards.

The Gallery Coordinators will be members of the University Galleries Committee and provide advice to that Committee on matters pertaining to exhibitions, related community engagement, visual arts policies and the University collection, as relevant.

2.3 Acting Gallery Coordinators²

In the prolonged absence of any ACU Gallery Coordinator, the Acting Gallery Coordinator appointed by the Executive Dean of Arts and Sciences is responsible for:

- chairing the local gallery committee;
- the exhibition program in the local University gallery;
- implementation of policies determined by the University Galleries Committee;
- learning and teaching of students in the gallery setting through curatorial and exhibition opportunities in consultation with the relevant Course Coordinator(s);
- supporting the University identity and mission through relevant exhibitions;
- profiling the University through the exhibition program;
- maintaining the public profile of the gallery and collection;
- maintaining art industry and relevant community relationships and partnerships;
- liaising with Campus Operations on the functioning, booking, etc. of the gallery;
- undertaking other activities relevant to the gallery which are usually undertaken by the Gallery Coordinator.

² This is a generic role description. While the aspects listed here will be relevant to all the galleries, there may be additional responsibilities at specific galleries. These would need to be listed as additions to this role description prior to its implementation in the absence of a Gallery Coordinator.

An Acting Gallery Coordinator will be a member of the University Galleries Committee and provide advice to the Committee on relevant matters pertaining to the local gallery.

3.0 Visiting Artists/Scholars-in-Residence

3.1 Visiting artists/scholars-in-residence come to the University for a time of art production, study and/or participation in the University community. Every visiting artist/scholar must have a faculty sponsor and this sponsor has the responsibility to assure that a prospective application is processed through the Executive Dean of Arts and Sciences' office. Responsiveness to the needs of the designated campus and the possibility of sharing the visit across campuses are important considerations. Artists/scholars will be required to have a presence on campus and to contribute to the life of the campus through activities such as lectures, studio work, research seminars and exhibitions.

3.2 Definitions: There are two categories to the program, based on the qualifications of the applicant:

- *Art Scholar-in-Residence* is a position for professionals with an established academic identity, who come to the University to continue research within their own area, and bring their expertise and experience to the University. A successful candidate should have recognised teaching and/or research/scholarly writing experience in a field of the arts;
- *Artist-in-Residence* is a position for professionals established in art practice who come to the University to share with students and staff their expertise and experience in the arts. The residence can culminate in an exhibition of artworks at one or more of the University's galleries.

3.3 Timeframe: The residency would normally be for not less than 2 weeks and not more than 6 months. A shorter residency may take place on one campus only, while the longer period may allow time to be spent on a number of campuses.

3.4 Travel and Housing Costs: The University does not normally provide accommodation or travel expenses for visiting artists/scholars. Some support for accommodation, travel and artistic materials may be negotiated on a one-to-one basis, but will normally be dependent on external funding. Studio/office space may be provided depending on availability.

4.0 Funding for and Maintenance of the University Galleries

4.1 Each Associate Vice-Chancellor and Campus Dean will normally allocate an annual budget to contribute to the costs of relevant exhibitions on campus.

4.2 Schools responsible for visual arts and visual arts education courses (namely the Schools of Arts and Sciences and Education) will also allocate an annual budget to contribute to the costs of relevant exhibitions on campus.

- 4.2 The Faculty of Arts and Sciences provides a workload allowance to the three University Gallery Coordinators.
- 4.3 External exhibitors will normally meet the full costs of an exhibition in one of the University Galleries, with such costs detailed in a written agreement signed prior to the exhibition.
- 4.4 The Office of Properties will normally be responsible for routine maintenance and any major refurbishment of the University Galleries.

Appendix 1

University Galleries Committee	
<p>Membership:</p> <ul style="list-style-type: none">• Executive Dean of Arts and Sciences (<i>Chair</i>)• Gallery Coordinator Brisbane• Gallery Coordinator Melbourne• Gallery Coordinator Strathfield• External member <p>The Committee seeks expert advice, as appropriate, in relation to curation, valuation, marketing, finance, insurance, facilities, etc.</p>	<p>Date of establishment: 16 April 2003</p> <p>Meeting frequency: 2-3 times per year</p> <p>Responsible Officer: Executive Dean of Arts and Sciences</p> <p>Executive Officer: Executive Assistant to the Executive Dean of Arts and Sciences</p>
<p>Terms of Reference:</p> <p>The University Galleries Committee, which reports to the Vice-Chancellor, has the following Terms of Reference:</p> <ul style="list-style-type: none">• to develop and monitor the implementation of acquisitions, collection and exhibitions policies and procedures throughout the University;• to provide an interface between the University's galleries and local gallery advisory committees;• to foster cross-campus collection development and exhibitions;• to refer matters to local gallery advisory committees for consideration and report;• to receive minutes and consider reports from local gallery advisory committees;• to develop the profile of the University in the Visual Arts;• to promote community engagement through the Visual Arts;• to provide advice to the Vice-Chancellor on acquisitions, collection development and exhibitions; and• to consider other matters referred by the Vice-Chancellor.	
<p>Review: The Committee reviews its procedures and membership as it deems necessary and recommends accordingly to the Vice-Chancellor. The Vice-Chancellor revised the membership in February 2011 when the Executive Dean of Arts and Sciences was made <i>ex officio</i> chair.</p>	