

Artists on View Guidelines Round 1, 2022

Applications Close: Monday 11 October 2021

Artists on View is presented by The City of Greater Bendigo and Bendigo Venues and Events (BV&E) to support local artists* presenting new work in Dudley House, The Engine Room or Bendigo Bank Theatre.

Each year *Artists on View* will support 6 Exhibitions at Dudley House and 6 Performances in the Bendigo Bank Theatre or Engine Room. These will be awarded in two rounds every 6 months.

The program provides venue access, technical support and assistance with promotion as outlined on pages 2 & 3. There is no cash component.

Artists on View is open to individual artists and arts groups living, working or studying primarily in the City of Greater Bendigo.

Applications will be assessed by staff from Bendigo Venues and Events and the Bendigo Art Gallery.

Assessment criteria will focus on the delivery of a diverse and integrated program, together with the quality of the work.

Details about the program and application process are found on this document **and** on the Application Form.

*Throughout this document – the term “artist” includes visual artists (all mediums) and performing artists.

We encourage all eligible artists to apply for this program.

If you are thinking of applying you are encouraged to contact the Arts Officer to discuss your application.

If you have trouble completing this form please contact us and we will be very happy to help you.

Email: arts.info@bendigo.vic.gov.au Phone: 03 5434 6478

Bendigo Bank Theatre

The Bendigo Bank Theatre is located on the ground floor of The Capital. It offers a versatile auditorium space and is ideal for intimate music performances with seating capacity up to 120.

Artists on View Covers:

Venue hire for 5 hours including 1 performance; date and time to be booked through Event Officer if application is successful.

Supervising Technician, basic lighting and audio setup, use of the Kawai baby grand piano. (The piano is regularly tuned throughout the year. Applicants may perform on the piano 'as is' or pay an additional fee for the piano to be tuned prior to their performance.)

Front of House Manager and box office ticket seller for one performance, financial settlement and professional ticketing system*.

One-hour consultation with the Marketing Officer and one mail-out via Bendigo Venues and Events' electronic database.

The Engine Room

The Engine Room (Old Fire Station) is located between The Capital and Dudley House. It offers a black box theatre with a retractable seating bank and seating capacity up to 120.

Artists on View Covers:

Up to seven days' venue hire; date and time to be booked through Event Coordinator if application is successful.

One hour consultation with the Venue Head Technician and 9 hours technical support (3 x 3 hour calls).

Front of House Manager and box office ticket seller for one performance, financial settlement, professional ticketing system*.

One-hour consultation with the Marketing Officer and one mail-out via Bendigo Venues and Events' electronic database.

**Note: Bendigo Venues and Events charge a booking fee (\$2.00) for each ticket sold and (\$0.90) per each complimentary ticket issued. Credit card sales incur a Credit Card Charge of 2%.*

Dudley House

There are two spaces in Dudley House. The Richard Larritt Room is 12.1m x 6.4m with a picture rail at 3.7m. Gallery 2 is 6.1m x 3.1m, picture rail height 3.7m. It has a gallery style professional hanging system with clear tape hangers and steel hooks. There is a Gentech tracklight installation provided in the venue with a total of 16 tracklights. This normally consists of 12 lights in the larger space and four in the smaller gallery.

Artists on View Covers:

13 days venue hire, limited to the dates listed on the application form (dates will be allocated to successful applicants according to the preferences indicated in application).

Three hours technical support to help hang your exhibition.

Note:

Marketing Support is not included.

Typically, exhibitions will be open 11am to 4pm: Saturday, Sunday and at least three weekdays.

Venue is provided on the express condition that artists or groups do not charge admission to their exhibition/event.

Any sale of work is the responsibility of the arts/art group. Bendigo Venues and Events do not charge a commission on sales.

All Venues

Any costs (including staff time) outside of those listed above will be charged at BV&E community rate.

Catering (if required) for events in the Bendigo Bank Theatre and The Engine Room must be coordinated with the BV&E Event Officer.

Applicants will need to be covered by public liability insurance (PLI). If you do not have public liability cover this can be covered as part of the City of Greater Bendigo policy for one-off events. (there is no charge to be included in the City's PLI, however there is additional paperwork which must be completed prior to your event.)

After Assessment

If Successful

If application is successful you will be required to complete and return a Deed of Agreement (within 14 days of notification) and Booking Form (at least one month prior to event commencing).

Following your performance/exhibition, you will be required to complete an Acquittal Report within 28 days.

Failure to complete these documents may lead to the cancellation of this booking or, in the case of the Acquittal Report, may disqualify the applicant from applying for any further City of Greater Bendigo grants.

If Unsuccessful

If a proposal is unsuccessful this does not necessarily mean any judgement has been made on the quality or standard of the proposal.

Unsuccessful applicants may re-apply in the following round or may enquire as to the availability of venues through the normal hire fee structure as determined by Bendigo Venues and Events.

COVID-19 Understandings

All events must comply with the current COVID restrictions. These will affect aspects of your event, including (but not limited to) room capacity, QR code sign in procedures and catering. The BV&E Event Officer will assist with COVID planning. If your event is unable to go ahead due to COVID restrictions every attempt will be made to reschedule to a convenient time.

How To Submit Your Application:

Complete the online form: www.bendigo.vic.gov.au

If using the Word document:

Email: arts.info@bendigo.vic.gov.au

Post: Attention Rohan Phillips, Arts Officer
Bendigo Venues and Events
City of Greater Bendigo, PO Box 733, Bendigo 3552

Or hand deliver to:
The Capital Box Office, 50 View Street, Bendigo

Applications must be received by Midnight, Monday 11 October, 2021