



## QC Graduate License

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## QCA Galleries Application Process

### Frequently Asked Questions

**I am an alumni of QCA, can I apply?**

Yes. Alumni can apply, but please note that you will be considered as an external applicant. Please refer to the fees and charges laid out in the Terms and Conditions.

**I am not a student or staff member with QCA or Griffith University. Can I apply?**

Yes. External applicants are welcome to apply. Please refer to the fees and charges laid out in the Terms and Conditions.

**I am needing a show for assessment, do I still need to submit an application?**

Yes. While assessment applications are given priority, we still need all of the required documentation so that we can schedule the exhibition appropriately.

**Can I get feedback on my application?**

Yes. If your application was unsuccessful and you would like feedback, please email the Galleries Coordinator to request this.

**What happens after I apply?**

Every applicant will be responded to within three weeks of the closing date. All correspondence about your application will occur via email, so please ensure that you use a current and active email address. During this three-week period, please do not email us to enquire about the status of your application, as this may delay our processing.

If your application has been successful, you will need to sign and return an Agreement Form, as well as pay the \$50 booking fee. Your booking is not confirmed until these two items have been received.

**How are applications assessed?**

Once the applications are received, they are collated and sent to the QCA Galleries Committee for review. The QCA Galleries Committee is made up of QCA Galleries staff, administrative staff, lecturers from each discipline (Fine Art, Photography, CAIA, Film and Design), as well as student representatives from both undergraduate and postgraduate programs. The purpose of the committee is to ensure equal representation in the galleries, and to give each department a say on what is presented.

After each committee member reviews the applications privately, the Committee meets to discuss all proposals and decide which exhibitions will be accepted into the programme. Applicants are assessed based on the merit of their proposals. During this meeting, a

schedule is drafted before being reviewed by the Galleries Coordinator prior to contacting the applicants.



## The Application

You will be asked to provide the following information in your proposal –

### PROPOSED EXHIBITION TITLE

This does not have to be the final title of the show, but it is advised to come up with something that describes your show. You may place *"(working title)"* after your title if this has still not been confirmed. Eg. *Surface (working title)*

### NAMES OF ALL EXHIBITING ARTISTS

Exhibitions whereby all exhibiting artists are confirmed are looked upon favourably. If you are submitting a proposal for a group exhibition, ensure that all exhibiting artists have confirmed their participation.

### PREFERRED GALLERY/VENUE

There are four venues to choose from: POP Gallery (off campus), Webb Gallery, Project Gallery and White Box Gold Coast. If you do not have a preference for the gallery, select "no preference". Due to the high demand for the galleries, it is not always possible to give successful applicants their preferred venue. Selecting a specific venue in your application *does not* guarantee that you will be given that space if your application is successful. Please also be aware that the exhibitor is required to staff the gallery during the exhibition period.

### PREFERRED EXHIBITION DATES

You are not expected to know the exact dates you are hoping to exhibit – in fact, this can be inhibiting for the Committee during the selection process. If you are flexible with your dates, it is suggested to enter a range or month instead of a specific period. For Example: *"2 weeks February-March"*, *"Any date except first week of April"*, *"3 weeks in August – November"* etc

Due to the high demand for the galleries, it is not always possible to guarantee a specific venue or dates. For more information, please contact the committee at 07 5524 4556.

This rationale should be cohesive and succinct. Avoid repetition and ‘cushioning’ the statement with non-essential phrases or wording. The Committee has to read through many statements during the assessment process – tell us why your exhibition will be engaging and interesting.

Save this file as “Surname\_Firstname\_Statement”

### EXHIBITION DESCRIPTION

How will the exhibition physically look? Are you exhibiting wall-based work, or installation work? What kind of equipment or props will you be using? Floor plans for each gallery are available to assist with your planning.

This section is important, as it assists the Committee in assessing the viability and suitability of your proposal. We want to know whether it will physically work within your chosen space – is it too ambitious or impractical, or will it be a reasonable show to install?

Save this file as “Surname\_Firstname\_Description”

### EXHIBITION OUTCOMES

What are you hoping this exhibition will achieve for yourself as an artist? Are there any expected outcomes for the audience? Tell us why you need this show.

Save this file as “Surname\_Firstname\_Outcomes”

### ONE PAGE ARTIST CV FOR EACH ARTIST

An artist CV is a list of all exhibitions (solo and group), arts education, commissions, awards and other artistic achievements or arts-related endeavors. **An artist CV should not list your general employment history any unrelated items.** Your artist CV should be consistently laid out, and well-presented; and include your name at the top of the page.

If your artist CV is short, it is not advised to “fill” it with unrelated items or extra formatting. A CV that is poorly presented is less likely to be looked upon favourably by the committee than a CV that is honest. Make sure to read the instructions carefully with regards to the length of CV that is required. For this application, we ask that CVs are maximum **one page** in length. Please do not submit your full four-page version.

Save this file as “Surname\_Firstname\_CV”

### EXAMPLES OF YOUR WORK

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CURATOR AND/OR WRITER

- ! Lighting assistance up to one hour.
- ! Tool kit, including touch up paint and filler
- ! Exhibition signage and didactics
- ! RSA staff for exhibition openings.
- ! Invitation and online marketing/promotion via social media and mailing lists.

#### RESPONSIBILITIES OF THE HIRER:

- ! Exhibition installation and de-installation.
- ! Catering for all public program events, including the opening event. This includes food and alcohol. QCA Galleries can provide advice on where to source this, but are *not* responsible for ensuring that the event/s are catered for.
- ! Hirers must staff their exhibition for the full duration of the exhibition. QCA Galleries can assist with the allocation of volunteers.
- ! Invitation printing and other promotion and marketing of their exhibitions.

## Other Useful Information

#### RELEVANT DOCUMENTS

- > [Risk assessment](#) form
- > ['Application to supply or consume liquor' form](#)
- > [QCA Galleries Terms and Conditions](#)

#### SAFETY AT GRIFFITH UNIVERSITY

You have a responsibility to yourself and others to undertake your activities at Griffith in safe manner.

- ! [Safety at Griffith University.](#)

#### INVITATIONS

Your exhibition will be promoted via PDF invitations, using a Griffith University approved template. QCA Galleries will distribute your invitation by email and social media.

You may also elect to print and distribute hard copies of your invitation. Printing, postage and mailing lists and associated costs are the responsibility of the exhibiting artist. Should you wish to print your invitation, QCA Galleries will provide you with print-ready files.

Prices for printing DL invitations through Liveworm (ex. GST, current as of