

Guidelines for submitting an exhibition proposal to Salford Heritage Services

Leisure IN Salford

There are a number of temporary exhibition spaces managed by Salford Heritage Services. These are at two sites: Salford Museum & Art Gallery and Ordsall Hall. Exhibition applications are welcome from individual artists or practitioners, groups of artists, community groups, schools, collectors etc.

All exhibition proposals are viewed by an exhibition selection panel twice a year. The following outlines how to put a proposal together, how it will be considered for selection and who to send it to.

Format of submission

You must provide a proposal document or statement which outlines your work and what you would like to show. When you are putting this document together, please ensure you provide details on the following:

- Exhibition themes and content
- Medium
- Target Audience
- Costs
- Related activity such as workshops or community engagement
- Details of the dimensions and scale of the work
- Any installation considerations and requirements

Your proposal document should be no longer than **1 side of A4**.

To support your proposal document please ensure you have included images of your work, **4 minimum and 12 maximum**. These can be in the following formats:

- CD
- DVD
- Photographs or colour copies
- Booklet or leaflet
- Power point presentation

An up to date CV with details of exhibitions, work, training and education can be included in your application if available.

Applicants must fund the creation of their own work for the exhibition, or exhibit existing work. Salford Heritage Services will not fund any newly commissioned work.

Selection Panel

The exhibition selection panel consider applications on the basis of **content, integrity** and **quality** of the work. Salford Heritage Services programme exhibitions that are relevant, varied, inspiring and educational for our audiences. This ensures that there is a balance in the type of temporary exhibitions that are programmed.

Along with the above, the following elements are considered when selecting exhibitions to programme:

- **Content and Media**

As a Local History Museum and Art Gallery, programming needs to ensure that there is balance and variety in historic and artistic content, and in the types of media it displays in exhibitions.

- **Education and Creativity**

Programming needs to ensure that temporary exhibitions offer a range of educational provision and creative opportunities across all age groups.

- **Target Audiences**

The temporary exhibitions target a variety of identified audiences within the exhibitions programme.

- **Customer focus**

Programming of temporary exhibitions needs to ensure attractiveness both to existing and new audiences. Visitor feedback and results of ongoing public consultation also inform the programming process.

Where to send your application

Please return your application to:

Exhibitions Officer
Salford Community Leisure
Salford Museum & Art Gallery
Peel Park
Salford
M5 4WU

Deadlines

30th June and **31st December** each year. If your proposal is received after the deadline, it will be kept for 6 months and shown at the next panel meeting.

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