

# Coffs Harbour Regional Gallery Exhibition Policy

## 1 Purpose

This policy sets out the principles the Coffs Harbour Regional Gallery (CHRG) will adopt and factors it will consider when developing and approving temporary, collection and touring exhibitions and the overall exhibition program.

## 2 Policy

### 2.1 General

Exhibitions are developed to offer innovative, varied and engaging interpretations of a broad variety of visual art across a range of media and periods. Exhibitions are focused on fostering and encouraging access and engagement for diverse audiences. Throughout the development process, the integration of relevant, engaging and innovative display techniques, online content, exhibition collateral and materials, public engagement and education programming and touring opportunities will be considered.

CHRG is committed to ensuring that all aspects of the development, planning, approval and management of exhibitions and the exhibition program are undertaken on terms that are ethical, accountable and sustainable.

It is through the exhibition program that works of art will be experienced not only as discrete objects, but also as vehicles of more comprehensive and complex meanings within the context of the production, interpretation and experience of culture within the community.

Coffs Harbour Regional Gallery will develop a diverse range of activities so that the interaction between art, ideas, criticism and the production of new creative work becomes part of its institutional momentum.

### 2.2 Ethics

CHRG will seek to ensure that protocols and customs of diverse people and communities are reflected in the activities of the Gallery and will use the Australia Council's *Protocols for Producing Indigenous Australian Visual Arts* for guidance to best practise.

CHRG will seek to protect the freedom of artistic expression and oppose any proposal, from whatever source, that attempts to restrict the form or content of artistic activity within its programs.

CHRG will recognise the financial needs of artists by observing current Australian copyright regulations on the reproduction of works of art and pursuing accepted standards in payment of artists' fees. CHRG will enter into appropriate contracts with participating artists, curators, agents, writers, lenders, donors or lecturers when accepting works or material for exhibition, publication, collection or performance and shall adhere to the terms of such contracts.

Sponsorship, donations and other patronage will be actively sought and appreciated, but will not determine, compromise or hinder the professional commitments or public obligations of CHR.G.

CHR.G will give proper acknowledgment of authorship and ownership on display labels when works are on public display and in all publicity where works or texts are referred to or reproduced, but will respect the right of an owner to remain anonymous.

Where appropriate and feasible CHR.G will respect the installation and display requirements of artists, but in the case of disputes concerning installation and/or display the decision of the Curator shall be final.

### 2.3 Scope and balance

Gallery exhibitions will vary in terms of focus, size, scope and audience. The program may include exhibitions which look in depth at the work of a particular country, culture, theme or artist and small project exhibitions that engage with changing issues and the latest art developments. Both categories may include exhibitions by local and/or regional artists selected on the basis of artistic merit combined with (but not superseded by) local/regional relevance.

Exhibitions may comprise works in any medium in use as a means of artistic expression in the visual arts, including film, video, performance, light and sound, laser and neon, computer and/or electronically-based works. They may also encompass exhibitions comprising of other creative fields such as design, craft, fashion and architecture.

CHR.G may develop and support exhibitions which are innovative, challenging and critically engaging, notwithstanding that they may be controversial. The frequency of these shall be balanced by exhibitions (if and when available) illustrative of significant movements and periods in art history, having regard to the isolation of this community from the great museums where such works are perpetually on view.

The exhibition program shall periodically include works from the collection. Works from the collection shall also be displayed on occasions when the works (or some of the works) relate particularly to works in another exhibition, in order to place the collection in the wider context of Australian art.

CHR.G exhibitions may be curated in-house, guest-curated or received from appropriate outside professionally curated sources.

All exhibitions by local/regional artists will be selected, curated and catalogued by the Curator.

CHR.G will, to the best of its resources, document and display didactic and biographical material relating to exhibitions curated by it and will endeavour to augment such material relating to touring exhibitions where this is lacking. These will be chosen and/or developed so as to foster criticism and scholarship whilst making the art accessible, challenging and relevant to viewers.

### 2.4 Duration of Exhibitions

Exhibitions will run for between four and eight weeks, excepting in special circumstances, at the discretion of the Curator.

Each exhibition accepted for display will be displayed without compromise or disturbance during the hours the Gallery is advertised as being open to the public and for its contracted period. The integrity of exhibitions shall have priority over activities such as concerts,

lectures, civic receptions, fundraising events etc. Exceptions will be made with the Curator's agreement.

## 2.5 Safety and Security

CHRG will maintain proper environmental and security controls to ensure the safety of all works of art on Gallery premises and will properly maintain works of art under its control in good condition while in storage.

CHRG will provide suitable crates and packing materials for works of art packed and forwarded by it to other destinations, and will take every care in re-packing and returning works from outside sources.

CHRG will ensure that all works of art are insured against all risks while on its premises or on transit from it to another place.

## 2.6 Exhibition Proposals

External exhibition proposals from artists, groups of artists or independent curators must be submitted through the "CHRG Exhibition Application Process" which will be publicly promoted with closing date. Application form will be available on line or through the curator. Successful applicants will enter into a final agreement developed in partnership with the Gallery subject to possible modifications of dates, budget and public program or other details.

The proposed exhibition should be in accordance with CHRG policy. The proposal must be discussed with the Curator.

Any separate charges or fees and each party's financial responsibilities are according to the terms of CHRG's standard exhibition contract, signed by the Curator and the artist/s or organiser/s prior to the opening date.

## 2.7 Presentation

CHRG shall endeavour to ensure that all works appropriately and safely displayed as deemed necessary by the Curator.

Exhibitions shall be documented for educational and archival purposes and such material shall be available to students and/or researchers on request, with appropriate notice and subject to the resources of CHRG. CHRG will not display an object if, in the opinion of the appropriate curator, conservator or other relevant professional, the condition of that object would be seriously impaired or endangered by display.

## 2.8 Sponsorship and Funding

When appropriate, CHRG will accept corporate and private funding to support its exhibition and educational activities provided such sponsorship or financial support does not compromise or determine CHRG exhibition policies or procedures.

## 3 Definitions

**Aboriginal or Torres Strait Islander art:** means artwork:

- a) by an Aboriginal or Torres Strait Islander artist; or group of artists.
- b) containing Aboriginal or Torres Strait Islander themes or content.

**Collection:** means works of art in various media that are Gallery property and have been formally accessioned. The collection also includes other material acquired and accessioned by the Gallery for the purpose of research and enhancement of the collection, including the study

collection. For the purposes of this policy, the terms 'artwork', 'work of art', 'work' and related terms are used interchangeably to describe all art or other material acquired into the collection.

**Collection exhibition:** means an exhibition of works of art that is largely drawn from the collection and may include incoming loans and/or commissions. A collection exhibition has a stated curatorial rationale and location and may or may not have a finite display period. Collection exhibitions are managed within established exhibition management frameworks and a specific project budget. Collection exhibitions may be accompanied by a publication, online content, performance elements and associated public engagement and education programs and other exhibition collateral.

**Curator:** means the person responsible for the interpretation, study and development of the collection and the conceptualisation, research, development and presentation of collection, touring and temporary exhibitions, and the curation of display changeovers. Curators conduct original research and develop new scholarship that contributes to the advancement of the body of knowledge within their field and within the broader community of art museums.

**Display changeover:** means the periodic rotation or change of selected artworks on display. Display changeovers may occur in order to remove selected works required for outgoing loan; inclusion in collection, temporary or touring exhibitions; or for conservation, photography or other Gallery programs, or in order to introduce new works into existing displays.

**Due diligence:** means the thorough assessment of an artwork to evaluate its authenticity, ownership and provenance and to identify and assess any gaps.

**Exhibition program:** means the forward program and schedule of temporary, collection and touring exhibitions.

**Gallery:** means the Coffs Harbour Regional Gallery.

**Incoming loan** means any contracted arrangement for the transfer of possession of an artwork to the Gallery on a temporary basis under which the transferor grants a temporary right of possession to the Gallery, and is defined in accordance with the Incoming Loans Policy.

**Provenance:** means the history and ownership of an item from the time of its discovery or creation to the present day, from which authenticity and ownership is determined.

**Temporary exhibition:** means an exhibition of works of art that may include works drawn from the collection, incoming loans and/or commissions. A temporary exhibition has a defined curatorial rationale and a finite display period, title and location, and is managed within an established exhibition management framework and a specific project budget. Temporary exhibitions may also be accompanied by a publication, online content, performance elements and associated public engagement and education programs and other exhibition collateral.

**Touring exhibition:** means an exhibition of work(s) of art that may include works drawn from the collection, incoming loans and/or commissions that the Gallery tours to other venues. A touring exhibition may originate as a temporary exhibition displayed in-house, or may be developed from inception for the purpose of display at other venues. A touring exhibition has a defined curatorial rationale and title and is managed within an established exhibition management framework within a specific project budget and under contractual arrangements with the borrowing venue(s). Touring exhibitions comprising a single work are distinct from outgoing loans in that they have a distinct curatorial rationale, title and exhibition management framework and are displayed at multiple venues as part of a coordinated tour program rather than on the basis of isolated loan requests. Touring exhibitions may be accompanied by a publication, online content, performance elements and associated public engagement and education programs and other exhibition collateral.



## 4 Key Responsibilities

| <i>Position</i>                   | <i>Directorate</i> | <i>Responsibility</i>  |
|-----------------------------------|--------------------|--|
| Mayor                             | Council            | To lead councillors in their understanding of, and compliance with, this policy and guidelines.  |
| General Manager                   | Executive          | To lead staff (either directly or through delegated authority) in their understanding of, and compliance with, this policy and guidelines. |
| Executive leaders - All Directors | All Directorates   | To communicate, implement and comply with this policy and related guidelines.  |
| Group and Section Leaders         | All Directorates   | To implement this policy and related procedures.   |
| All Council officials             | Council            | To comply with this policy and consider its implications for related projects and programs.  |

## 5 References

- Australia Council *Protocols for Producing Indigenous Australia Visual Arts* (2010) [http://www.australiacouncil.gov.au/symphony/extension/richtext\\_redactor/getfile/?name=d\\_aaf1afd6d719315db5e5e174a1da961.pdf](http://www.australiacouncil.gov.au/symphony/extension/richtext_redactor/getfile/?name=d_aaf1afd6d719315db5e5e174a1da961.pdf) [retrieved on 8 March 2017]
- Coffs Harbour City Council *Disposal of Assets Policy* (2013)
- ICOM *Code of Ethics for Museums* (2013); [http://icom.museum/fileadmin/user\\_upload/pdf/Codes/code\\_ethics2013\\_eng.pdf](http://icom.museum/fileadmin/user_upload/pdf/Codes/code_ethics2013_eng.pdf) [retrieved on 8 March 2017]
- NSW Heritage Office *Movable Heritage Principles* (2000) <http://www.environment.nsw.gov.au/resources/heritagebranch/heritage/infomovable.pdf> [retrieved on 8 March 2017]

## 6 Details of Approval and revision

- **Approval date:** 23/03/2017
- **Responsible Section:** Community Programs
- **Superseded policies/procedures:** N/A
- **Next review date:** 23/03/2021

Table of amendments

| Amendment | Authoriser | Approval ref | Date |
|-----------|------------|--------------|------|
|           |            |              |      |