

# Contemporary Art Spaces Mandurah - CASM

## Exhibition Application Information

Please read through all of the below information carefully before submitting your application.

CASM Gallery seeks applications for exhibitions, events and curatorial projects for our gallery space located at 63 Ormsby Terrace Mandurah.

Proposals are open to individual artists, artist groups, and curators. We support applications from both emerging and established artists to show innovative and contemporary arts practice. Spaces are limited and selection is competitive.

All applications are assessed by a selection panel comprised of both internal staff and independent arts professionals. The gallery curator is available to discuss applications prior to submission by phone or at the Gallery by prior appointment.

Please contact the Gallery Development Officer on 9550 3989 or [casm@mandurah.wa.gov.au](mailto:casm@mandurah.wa.gov.au) if you require further information.

Please check your application carefully to ensure that all material required for the application is included in your submission.

### Selection criteria

The selection panel will be looking for evidence of the following in your application:

- Clear communication of exhibition's intent
- How conceptually cohesive / critically-engaging is the proposal
- A pursuit of ideas and artistic excellence
- The supply of adequate written and support material to assess the proposal
- Consideration of the physical requirements of the exhibition space and artwork proposed
- The exhibition's ability to contribute to a balanced exhibition program (i.e similar mediums or themes also exhibiting within the year)
- The potential for public engagement opportunities

## General information

CASM is Situated close to the centre of Mandurah, nestled near alongside the Muddy Creek inlet at the top of the estuary. The creative hub sits next to the Mandurah City Administration building and is a short walk from the Mandurah Performing Arts Centre and the Alcoa Mandurah Art Gallery. It is a place where visitors can engage with both local artists and contemporary exhibitors working in a variety of mediums. Through its annual program of exhibitions, CASM seeks to promote emerging artists and contemporary arts in a broader community and cultural context.

## Gallery administration and opening hours

Administration only:

(Every second) Monday & Tuesdays – 9am to 4.30pm

The Gallery is open:

Wednesday to Sunday – 10.00 am to 4.00 pm

A staff member is present to oversee each exhibition, answer public inquiries and manage art sales.

## Duration and cost of exhibitions

The CASM Venue Hire fee is set per financial year. The estimated cost is \$160 per week (open 5 days). Contact the Gallery Development Officer for the exact fee. Exhibition duration is set in conjunction with the annual calendar of events and may run for:

- three weeks spanning four weekends,
- four weeks spanning five weekends or
- Longer combinations

The CASM gallery applies a sales commission of 20% to total sales during each exhibition period. The commission applies to works marketed and sold through the CASM gallery during the exhibition and for the following three-month period.

The CASM gallery collaborates with exhibiting artists to generate engagement opportunities for each exhibition. These may include artist and/or panel talks, workshops and demonstrations. Successful applicants will be invited to participate in the development and presentation of activities, which are discussed on an individual basis with the gallery curator.

An exhibition is an important commitment on the part of both Gallery and exhibitor. There may be a considerable time between accepting an exhibition and exhibiting the work. It is important that any commitment to exhibit be considered seriously at the submission stage.

The Gallery may negotiate with the exhibitor to extend or reduce an exhibition if required.

There is an allowance for a three to five-day installation, pending complexity and one day to dismantle within the exhibition period.

## Sale of works

The Gallery administers all art sales relating to the exhibition. Exhibitors with commercial dealers need to discuss art sales with the Gallery Curator prior to accepting an exhibition. A 20% commission applies to all works sold during the exhibition (including pre-opening and opening period). GST if applicable for artists who are eligible.

## Insurance

The exhibitor is responsible for costs and organisation of insurance of artworks in transit and on display at the Gallery, as stated in the Exhibition Agreement. All care will be taken to ensure that the handling of artworks and security of the exhibition is of the highest standard.

## Audio-visual equipment

CASM has the following audio-visual equipment for use:

- Four Hitachi CP-WU5505 data projectors
- Six Bluetooth head sets
- Evolve blue-tooth sound system
- Two wall mounted TV's
- Dedicated remote AV computers

Please contact CASM for more specific details on this equipment.

## Promotional material and Social media

- Posters 10 x A3 full colour on matt printing paper for gallery windows and visitor centre signage
- Digital invitation and poster – option to print at artist cost
- Exhibition feature in the Creative Mandurah monthly e-newsletter
- Exhibition feature in the CASM website and calendar of events
- Exhibition feature in Circuit magazine and online marketing tool
- Exhibition feature in the Artist's Chronicle quarterly magazine
- Exhibition advertised in CASM Trifold Calendar
- Social media articles in the CASM, City of Mandurah Facebook and Instagram sites
- Inhouse sales / catalogue document

Artists are responsible for providing text and images for website, media and marketing to set format.

## Media release

In association with the exhibitor and the Gallery Curator the CASM will produce and distribute a media release to local media. Other media promotions can be arranged in consultation with the gallery curator.

## Delivery and collection of work

The exhibitor is responsible for all costs associated with transporting work to and from the Gallery. Exhibitors are to liaise with the Gallery Curator for the delivery of work to the gallery prior to installation week. On exhibition close, the exhibitor must remove unsold work and packing materials immediately – the Gallery does not have storage facilities and must make room for incoming artists.

## Installation

As standard the Gallery allows three to four days to install an exhibition, and one-two days to dismantle it.

Other requirements may be discussed with the Curator. Exhibitors will be required to be in attendance on these days and available to assist during installation week.

The Gallery Curator is responsible for the exhibition presentation and will direct installation of the exhibition. All material destined for exhibition must be approved by the Gallery Curator prior to installation.

- All exhibition display requirements and works for display are to be discussed during the development of the exhibition and signed off by the Gallery Curator four weeks prior to the installation dates.
- Any special/technical/sound/multimedia requirements need to be discussed and approved by the Gallery Curator four weeks prior to installation dates.
- The gallery utilises a track system requiring works to be hung using D-rings. All artworks must be ready to hang prior to installation or will not be included in the exhibition. Alternate hanging systems are at the discretion of the Gallery Curator and must be discussed prior to installation.
- The Gallery uses track lighting (wall washers and spot lights).
- The Gallery is able to supply some plinths. Lockable glass cabinets or additional plinths need to be organised by the Exhibitor.
- CASM will not accept responsibility for loss or damage to the Exhibitor's own equipment.

## Opening function

Opening functions are usually 90-minute duration between 6.00 pm and 7.30 pm on Friday evening or 2.00pm – 3.30pm on a Sunday afternoon. The gallery will manage RSVPs for all openings.

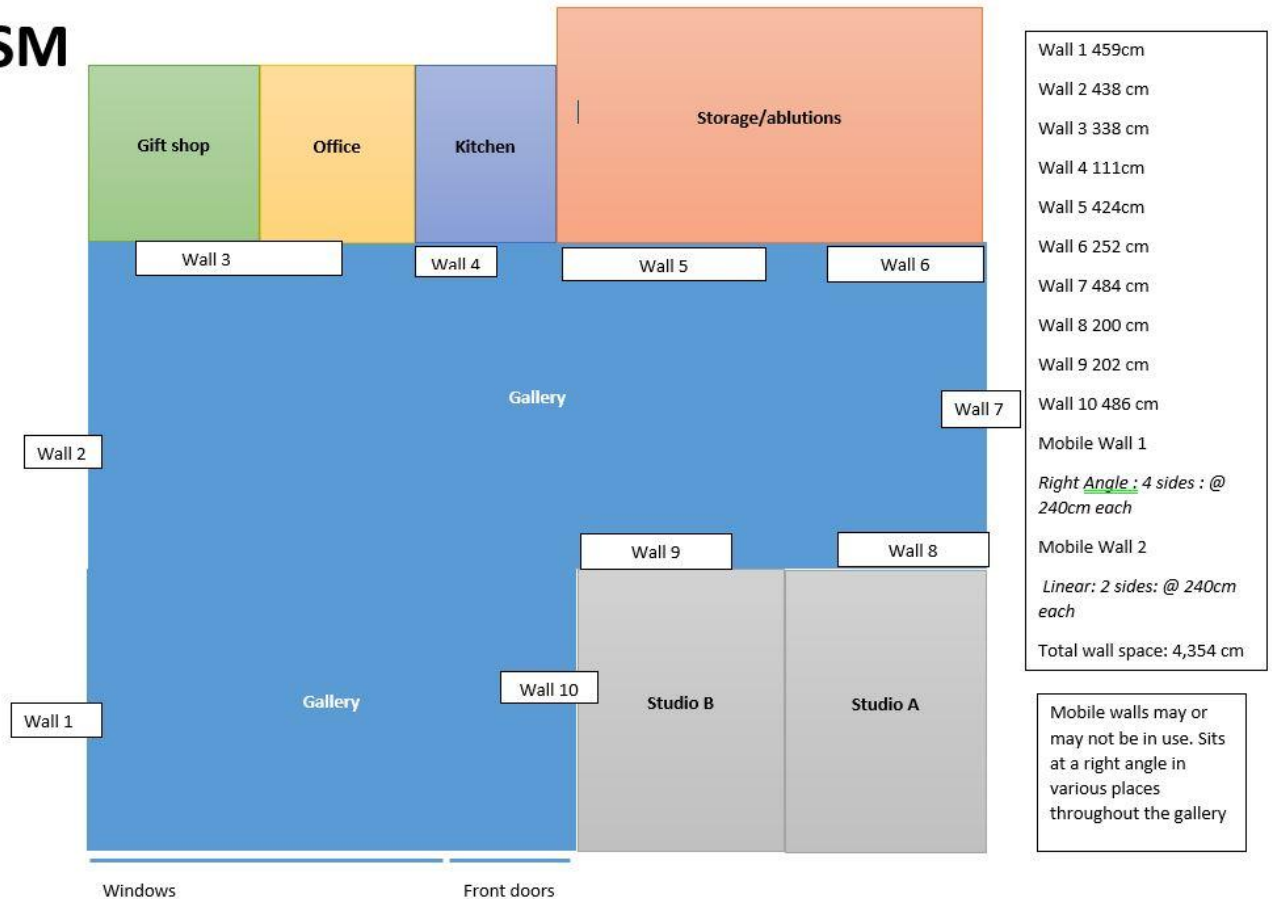
The artist is responsible for booking an industry professional to launch the exhibition and any launch entertainment.

Gallery staff and CASM volunteers will be present during the opening function to welcome guests, MC the opening and take artwork sales. The costs associated with staffing the exhibition during the opening evening will be covered by CASM.

The gallery will provide a limited selection of wine and juice as well as some basic food catering for the opening night function. If the artist requires anything specific or further catering this will be at the cost to the artist.

## Exhibition space details:

# CASM



## How to apply

Click here for the application form. <https://mandurah.formstack.com/forms/application>  
Allow 12 weeks for application processing and feedback.

For further information please contact:  
Gallery Development Officer  
Carolyn Marks  
Tel: (08) 9550 3989  
Email: [casm@mandurah.wa.gov.au](mailto:casm@mandurah.wa.gov.au)