

MK Gallery

MK Gallery Project Space Student Exhibitions: Guidelines for Submitting a Proposal

In an exciting new initiative, MK Gallery's Learning Team welcomes proposals from individual students who wish to present new or existing work within the Project Space. The aim is to present a two . month programme of weekly contemporary visual art exhibitions that inspire, excite and challenge people of all ages. With this programme MK Gallery intends to contribute to the cultural growth of Milton Keynes by providing an invaluable platform for university students from the region to present a solo exhibition of work within an internationally recognised gallery and an area of high visibility in Central Milton Keynes. The Project Space Student Exhibitions will run through August and September 2011.

About the Space

The Project Space is 53 square meters of exhibition space located in Margaret Powell Square opposite the main entrance to MK Gallery. Overlooking Midsummer Boulevard, the building is notable for its curved glass frontage, a distinctive feature that provides a permanently visible window onto the exhibition space inside.

Selection Criteria

The Project Space Student Exhibition programme is open to higher education students or recent graduates from the University Centre Milton Keynes, University of Bedfordshire, University of Northampton and Bucks New University. Proposals from individuals will take priority, but group/collaborative proposals may also be considered. All proposals will be assessed individually by a dedicated selection panel. There is no age limit for applicants.

Proposals will be assessed against the following criteria:

- The quality of the project and the work to be exhibited
- The quality of the supporting information/material supplied

How to Make an Application

If you would like to apply, please complete the application form at the end of this document.

Application Deadline

Please complete and submit the application form with supporting material by Friday 6th of May 2011.

Selection Process

If your proposal is shortlisted by the selection panel, you will be invited to an informal discussion with the Learning Team to discuss the proposal in more depth. Should your application be successful, you will be asked to:

- Complete a contract or loans agreement for the exhibition
- Supply copy for a press release, a 100 word summary, and any visual material required for our Communications Team to include in our monthly E-newsletters and on the Gallery's website
- Proof any text with our Learning and/or Communications Team
- Be responsible for any copyright permission required for visual or written material.



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900 Midsummer Boulevard
Central Milton Keynes
MK9 3QA

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Responsibilities

If your exhibition proposal is accepted it is your responsibility to:

- Supply a complete list of works to be exhibited
- Supply details of how the works will be installed (including materials) to be reviewed and approved by the Gallery Manager
- Organise transportation of your work to and from MK Gallery
- Bring sufficient tools to hang/install your own work
- Ensure all electrical equipment brought into the space is safe to use and has been PAT tested where possible (Portable Appliance Testing - guidance can be given)
- Ensure all cables leading from electrical equipment have been secured to the ground, and do not create a trip hazard
- Arrange your own insurance for work on show
- Install works with care and due consideration to the space and others using the space
- Take down work by 8pm on the day your exhibition closes to the public and return the space to its original condition, ready for the next exhibition. (NB. A condition checklist will be provided)
- Design and (print) own marketing materials, ensuring that they comply with MK Gallery branding guidelines.
- To arrange invigilation of the show where required.

- It is the Gallery's responsibility to:
 - Ensure that the space is clean before your arrival
 - Provide daytime access to the space for install and take-down (NB. From 9am . 5pm, Monday - Friday only)
 - Provide public liabilities insurance
 - Support the marketing of the exhibition by including it on the Gallery's website and in its monthly E-newsletter
 - Provide installation guidance / support when required.

Please note:

We recommend that you visit the space and make yourself familiar with its hanging restrictions before submitting a proposal. Also, individuals are responsible for ensuring that the work meets MK Gallery's policies on health and safety and installation. It will be at the discretion of MK Gallery staff to see that these policies are adhered to.



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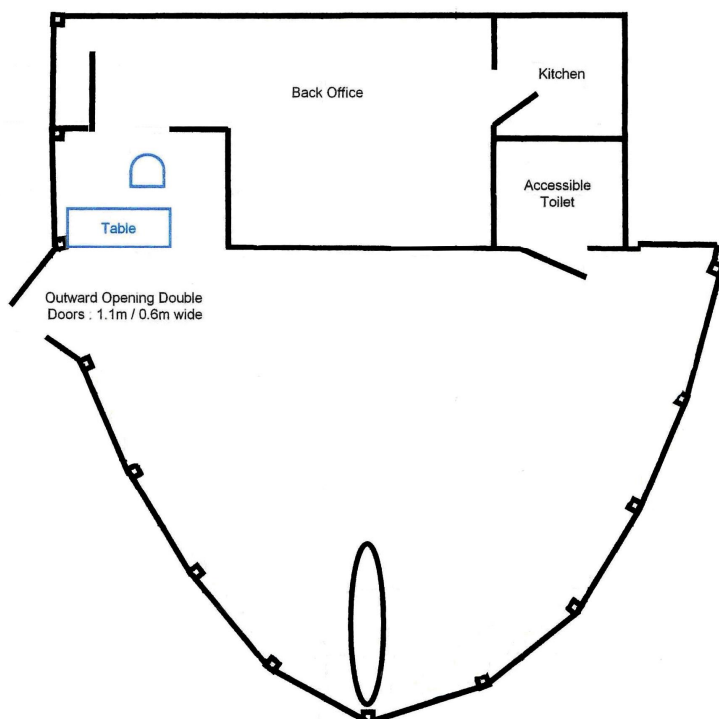
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Supplementary Information

Project Space Technical Details

Walls: MDF board
Floor: Rubber on concrete
Roof: Plasterboard
Power: Five 13 amp sockets distributed throughout the space at skirting board level
Access: Via main Project Space door on Margaret Powell Square
Heating: Six electric heaters powered by 13 amp sockets
Dimensions: 53 square meters
Storage: A built-in storage cupboard is available for use
Toilet: Single unisex toilet located within the space.



Exhibition Dates

Starting from August 4th it is planned that all exhibitions will open on a Thursday each week for a preview evening, and close the following Wednesday. Therefore it is essential that the installation and removal of the artwork can feasibly be achieved within a very short time-frame. Please consider this when writing your proposal.

Contact Details

Emma Fry
Head of Learning
MK Gallery
900 Midsummer Boulevard
Milton Keynes
MK9 3QA

Email: efry@mkgallery.org
Telephone: 01908 676 900

If you would like to discuss ideas for a proposal, please phone Emma Fry for an informal chat.



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MK Gallery Project Space Student Exhibitions (August – September 2011) Application Form

Applicants are asked to ensure that they complete all sections of the form. Please complete electronically (navigate between fields using the tab button) and send to the address provided at the end of the form.

Personal Details			
Surname		Forename(s)	
Address			
Home Tel.		Work Tel.	
Mobile		Email	
Name of University		Year of Study	

Title of Proposed Exhibition:	
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Synopsis
Please provide a synopsis of the proposed exhibition including theme for the show (200 words approx.):



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Artform/Media

Please describe the artform/media represented in your proposed exhibition:

Exhibition Dates

Please detail preferred exhibition dates (N.B. MK Gallery cannot guarantee to be able to honour any dates detailed below):

Thank you for your application.

Please email the completed form to efry@mkgallery.org (Emma Fry, Head of Learning).

We encourage all applicants to send additional material in support of the application. JPEG files, URL links etc. are welcome.



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