



Proposing an exhibition at Toi Pōneke Gallery

Toi Pōneke Arts Centre, with Toi Pōneke Gallery at the heart of its public programme, welcomes artists and curators to propose an exhibition.

The process

Our exhibition programme is finalised at least 6 months in advance and, every year, you have two opportunities to apply. Please check our website for the next proposal deadline and associated exhibition dates.

Contemporary Arts Panel

Exhibition proposals are reviewed by the Toi Pōneke Exhibition Panel, including independent experts selected for their knowledge of Contemporary Art and involvement in its practice. In line with Toi Pōneke's objectives, priority is given to supporting Wellington-based artists and curators who:

1. are in the early stages of their career and have the ability to create quality work and further develop their practice.
2. are more established in terms of their exhibition history and the critical attention they have received, but seek to enliven and enrich their practice as they try out new ideas and develop new techniques.

Proposal requirements

1. All participating artists/curators are required to send us a covering letter and a CV or biography, with links to their website/work online, outlining their training, past exhibitions and projects, and contact details, including a phone number.
2. Provide a clear explanation of your exhibition concept that enables the panel to get a sense of your proposed exhibition including its mode of presentation and

engagement, and type of content. You do not need to have finished work, or your work may be more process or performance-based, but panelists need to be able to understand your exhibition's potential and possible impact. Some questions you may like to ask yourself include:

- a. What does your project offer you in terms of development?
 - b. What does your project offer within the Toi Pōneke context and in the Toi Pōneke gallery space?
 - c. Is your exhibition concept cohesive? What connects its different components or aspects? Is there an underlying theme or rationale that will inform yourself and help others engage?
 - d. What has informed and motivates your practice, considering artistic, environmental, political or social stimuli, for example?
 - e. What role does your proposed exhibition play in the context of your own practice e.g., is it the culmination of a project over time, or an extension of, or new direction in your practice?
 - f. If you are proposing a group show with other artists, what is the reason for presenting together and how do the different parts of the exhibition relate to each other?
3. Suggest possible exhibition titles. A title can help to form the exhibition in your mind.
 4. Describe your work and provide images. If the work has not yet been made, then include relevant examples of previous work and consider including informative representations of your concept or images of work-in-progress.
 5. Explain why it is relevant and meaningful for you to exhibit at Toi Pōneke Gallery, considering gallery location, audiences, communities or the physical gallery space, for example.

6. Give us an idea of how you will use the gallery space (a scale drawing of the gallery space is available from Toi Pōneke staff). Include a description or plan of how you might present your work, if appropriate. Visit some exhibitions to get an idea of the type of installation that would work for you. Email us for floor plans.
7. Give us an indication of the price range of any work you may wish to sell.
8. Let us know your preferred timeframe, being as flexible as possible. Every exhibition runs for three weeks and is preceded by 4 working days of installation and superseded by 1 day of de-installation.
9. Consider ways of engaging with your audience including a public programme event such as an artist talk, panel discussion, workshop, tour, or performance.

Please note that:

1. You will be responsible for installing and de-installing your exhibition and ensuring you can leave the gallery as per the gallery pack out instructions.
2. All works must be well presented to professional standards and Toi Pōneke Gallery reserves the right to exclude any work deemed unsuitable for exhibition.
3. The exhibitor is responsible for ensuring that all content, artworks, installations or objects are installed in a way that will not endanger the public visiting the gallery.
4. An exhibition is your chance to display your work in a professional context while also proving that you can commit to a scheduled show and deliver results.

Exhibition costs

Costs associated with an exhibition at Toi Pōneke Gallery include:

- 30 per cent commission on all sales made as a result of the exhibition.
- Opening refreshments including food, drink and glassware.
- Design of poster and invitations (which you may choose to do yourself).
- Exhibition signage, such as a decal (optional).

Support

If your proposal is accepted, we will support you in every stage of the exhibition process. This includes curatorial advice, marketing and publicity advice, installation advice and selling work on your behalf. Toi Pōneke Gallery also covers the cost of printing 100 DLE double-sided colour invitations and 15 A3 colour posters.

Proposal format

Emailed PDF's are preferred. Please email your completed proposal including your curriculum vitae and images as a single pdf document to artscentre@wcc.govt.nz

If you are unable to email a pdf, then please submit an A4 hardcopy to the address below. This will be manually scanned and photocopied by Toi Pōneke staff, so please bear this in mind when compiling your proposal. Please do not stick original photographs onto paper, but print them directly. Also, please do not staple your application or enclose it in a folder of any sort: paper clips or bull dog clips can be used if required.

Contact details

Gallery Administrator
Toi Pōneke Arts Centre
61 Abel Smith Street
Te Aro
Wellington 6011
Phone: 04 385 1929
Email: artscentre@wcc.govt.nz

**Absolutely Positively
Wellington City Council**

Me Heke Ki Pōneke