

Application guidance and information about exhibiting at Buxton Museum and Art Gallery

Please note: Due to Covid-19 the museum may adjust the application process, the number of exhibitions that we are able to accept, and the exhibition schedule.

Applying to exhibit at Buxton Museum and Art Gallery

Our exhibition programme is planned more than a year ahead. You are applying for the chance to exhibit in **2023 and 2024**.

Please complete the online application form by following the link on our webpages: <https://www.derbyshire.gov.uk/leisure/buxton-museum/temporary-exhibitions/exhibitions.aspx>

After you have submitted your online form, you will need to email **5 images** that show examples of your work to Buxton.museum@derbyshire.gov.uk. Please quote the reference number given to you after you submit your online form.

If this is a joint exhibition between two artists, you may send up to 5 images per artist. For collaborations of more than two artists, you may send between 5 and 10 images in total, which represent the work of the group.

If your images are too large to email, please WeTransfer your images, ensuring that you include your application reference clearly.

If you are unable to complete the application online, you can request a version of the form that can be printed from Buxton.museum@derbyshire.gov.uk. You can also use this email if you have any questions.

The deadline for applications is **12 noon Friday 31st December 2021**.

All the applications we receive will be considered together at an annual programming meeting early in 2022. All applicants will receive a letter or email shortly afterwards, either offering them a specific exhibition slot or informing them that their application has been unsuccessful.

What we are looking for

Our aim is to have an interesting programme showing a range of media and a balance between emerging and established artists.

Usually we show exhibitions that relate to Derbyshire lives and landscapes, but do not exclusively do so.

We treat submitted images and statements/proposals as examples of your practice so far and understand that completely new work could be produced for exhibition.

We favour projects that show clear planning, an understanding of the museum and its activities, and a consideration of the space and resources available.

If you are a joint or group application, it is very important that you show how your works relate to each other. For a group, works need to be connected in some manner, rather than simply being the work of members of the same group; for example, you will need to present work exploring the same theme or outcomes from a project.

Work that will be exhibited elsewhere will be considered for exhibition, but please be clear about your plans on the application form. We prefer exhibitions that will not be shown at many other locations.

We do not consider applications from artists that have exhibited at Buxton Museum and Art Gallery within the past five years, to give opportunities to other artists.

What we can provide

Buxton Museum and Art Gallery

- The annual visitor figure for 2019 was 38,160 and we receive good footfall throughout the year.
- We work with local businesses and community groups to ensure a lively programme of events and activities. We also have the support of a strong Friends of Buxton Museum and Art Gallery group.
- We have a good reputation and have hosted exhibitions from institutions such as the British Museum.
- We are usually open 10am – 5pm, Tuesday – Saturday. From Easter to the end of September we are also open on Sundays and Bank Holiday Mondays, 12 noon – 4pm. Entry to the museum is Free.

Exhibition spaces

- We have two exhibition spaces. The museum will assign exhibitions to a gallery, but most exhibitions are assigned to Gallery 2.
- The exhibition space dimensions are:
Gallery 1 – approx. 91 m²
Gallery 2 – approx. 71 m²
See the end of this document for plans of the galleries.
- The galleries have cream (Gallery 1) or white (Gallery 2) blockboard walls.
- Exhibitions are offered for between 8 and 15 weeks, depending on the other activities that year (normally 8-10 weeks).

- We prefer that two-dimensional work is framed (if appropriate) and fitted with ear/mirror plates for secure hanging. Any special hanging or framing methods, however, are open for discussion.
- For three-dimensional work, the museum can provide display cases and we have a small number of plinths, but exhibitors may need to supply plinths depending on the work exhibited.
- Professionally trained museum staff will hang the exhibition.



Gallery 1



Gallery 2

Electronic equipment

- Electrical installations can be accommodated if they have an up to date PAT certificate.
- The museum has televisions that can be used for exhibitions:
 - One 32" television with HDMI (x2), Scart, Digital audio, RGB, PC, AV, Common interface and USB ports, and DVD capabilities. This can be

wall mounted or stood on a surface. This television is prioritised for exhibitions.

- One 32" LCD television with audio, USB, HDMI and LAN ports. This can be wall mounted.

Technological compatibility would have to be tested prior to exhibition.

- Artists will need to provide any required audio equipment, accompanied by an up-to-date PAT certificate.
- Please see the gallery plans for the location of electrical sockets.

Marketing

- The museum promotes exhibitions through the annual exhibition leaflet, website and regularly through its social media platforms.
- The museum also uses advertising space in several local print media.
- We encourage artists to also use their own networks, social media, or website to promote exhibitions

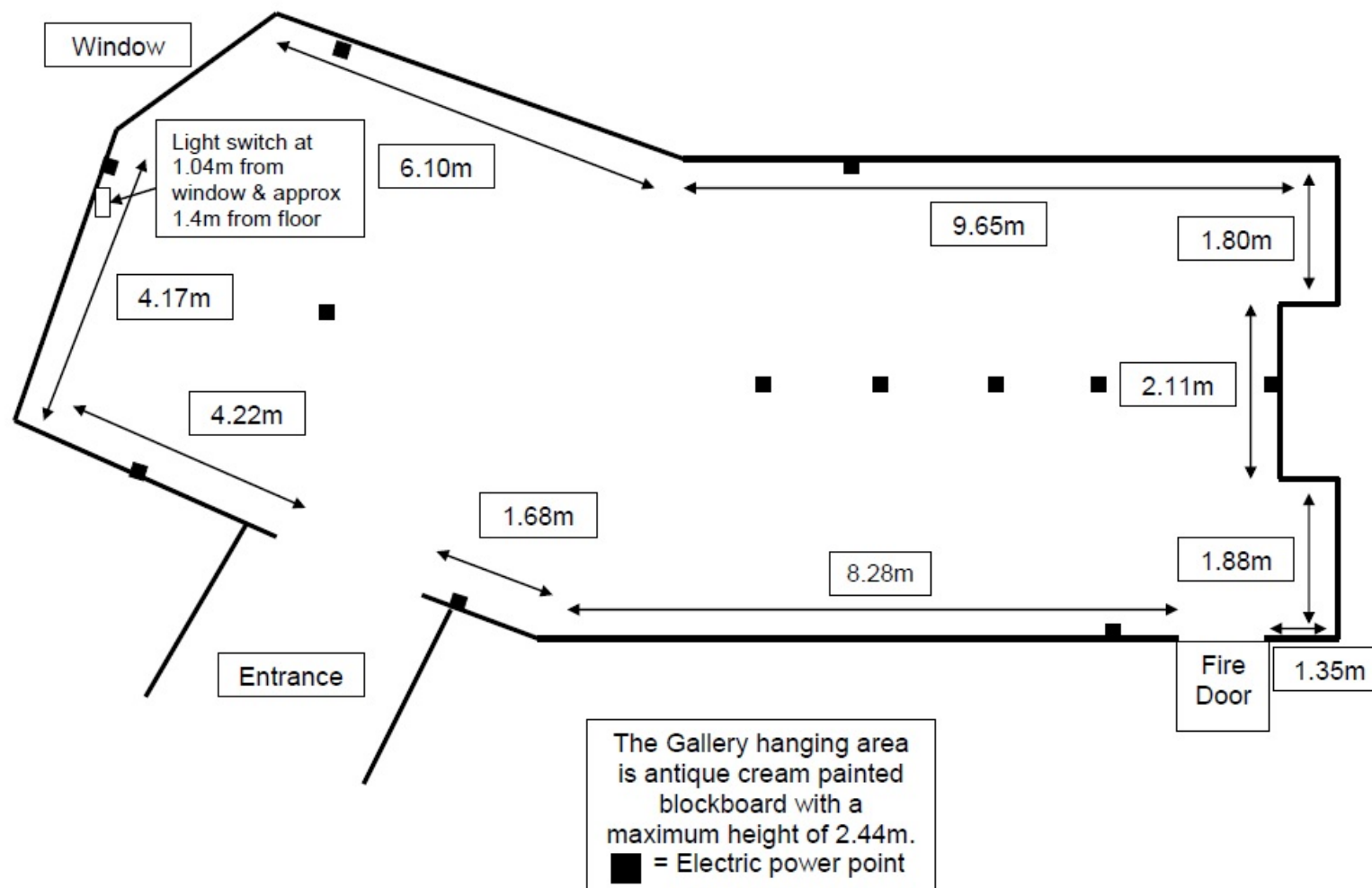
‘Studio in the Gallery’ Workshops

- The exhibitor is also encouraged to hold ‘Studio in the Gallery’ sessions at the museum, which are workshops that members of the public pay to attend, to learn a technique or skill. The exhibitor will be paid a fee for a session, funded by revenue from the event’s ticket sales. We promote these events during the exhibition through our print and social media.
- For workshops we can provide 7 tables sized 180 x 69cm and 2 tables 76cm x 90cm
- Workshops are held in Gallery 2
- Number of attendees is normally around 8-10 people.
- We cannot, unfortunately, provide access to a sink during the workshop.

Other

- We can sell merchandise in the shop
- The exhibitor may also, if they wish, make original artworks available for sale. Sales are subject to a 35% commission plus VAT on the commission at the current rate.
- The exhibitor is encouraged to hold a preview on the afternoon that their exhibition opens. Whilst exhibitors are asked to provide drinks, the museum will provide invitations, glasses, and staff to host (food is not permitted for reasons of museum conservation).
- The exhibitor is encouraged to hold Meet the Artist events where the exhibitor can meet visitors, discuss their work, and bring work in progress that can be worked on during the session.
- While we cannot provide financial support to exhibitors, we can advise exhibitors of external funding opportunities to explore. The offer of an exhibition can show in any funding application as support in kind.

Buxton Museum and Art Gallery - Gallery 1 Plan



Buxton Museum and Art Gallery - Gallery 2 Plan

