

## CASTLEFIELD GALLERY ASSOCIATES MEMBERS EXHIBITION

### Open call for applications from Castlefield Gallery Associate Members

#### Applicant Information

**Application deadline: 5pm, Monday 20 June 2022**

- **Are you a Castlefield Gallery Associate?**
- **Do you have an exhibition or project you are keen to bring to fruition?**
- **Would you like the opportunity to exhibit your work in Castlefield Gallery?**

We are excited to invite members of Castlefield Gallery Associates to submit proposals for an exhibition that will form part of the gallery's programme. The selected Castlefield Gallery Associate will receive a budget of up to £2,000 as well as curatorial guidance and technical support to bring the project to fruition.

#### **What to propose**

We are looking for timely and ambitious proposals which enable those involved to significantly develop their practice and profile. Proposals can be for a solo or group exhibition and may include related activities such as talks, tours and workshops.

Proposals will be selected by Castlefield Gallery Curator & Deputy Director Matthew Pendergast, Castlefield Gallery Associates Programme Coordinator Laura Mansfield and guest selector artist Harold Offeh.

Harold Offeh (b. 1977, Ghana) lives and works in Cambridge and London. Offeh is an artist working across performance, video, photography, learning and social arts practice. He is interested in the space created by the inhabiting or embodying of histories. He employs humour as a means to confront the viewer with historical narratives and contemporary culture.

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#### **How to Apply**

To apply please submit:

- A project proposal (500 words max).
- Artist info (250 words per artist max).
- Images: maximum 12, or 4 per artist for group projects.
- Breakdown of the proposed budget (the gallery will provide up to £2,000; towards production and fees which successful applicants can allocate as they feel is appropriate. If your project involves multiple individuals please consider how you will cover fees as well as production materials, transport, documentation, travel expenses etc. (see [Paying Artists](#) and the [Artist-led Manifesto](#) for guidance on exhibition fees). You are also welcome to supplement the given budget from other sources.

- Please provide all the information and images in a single pdf no more than 10MB in size, which can include hyperlinks to other images and videos, and send it to [associates@castlefieldgallery.co.uk](mailto:associates@castlefieldgallery.co.uk) by **5pm, Monday 20 June 2022.**
- We also kindly request applicants complete an Equality Monitoring Form which is anonymised and can be completed via this link Castlefield Gallery Diversity Monitoring ([https://docs.google.com/forms/d/e/1FAIpQLSf-e3UhurAGIvVOvGrZ0l19\\_yFrLoU0\\_N092SkaT4Qr-JX2pw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSf-e3UhurAGIvVOvGrZ0l19_yFrLoU0_N092SkaT4Qr-JX2pw/viewform?usp=sf_link))

**Please note that we cannot accept late or incomplete applications.**

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For any Castlefield Gallery Associates who would like guidance, feedback and support on their draft project proposal we will be hosting surgeries with Castlefield Gallery Curator Matthew Pendergast and Associates Programme Co-ordinator Laura Mansfield. You can book a 30 minute one to one with either Matthew or Laura on the following dates

- Monday 28 March
- Tuesday 29 March
- Tuesday 19 April
- Tuesday 7 June

To attend a surgery please book a slot [here](#)

If you have any access requirements that could be a barrier to applying or taking part in the opportunity please contact Laura at [associates@castlefieldgallery.co.uk](mailto:associates@castlefieldgallery.co.uk) or on 0161 832 8034. Our office hours are Tuesday–Sunday, 10am–6pm. Castlefield Gallery offices are closed on Mondays.

### Key Dates

- Application Deadline: to submit proposal 5pm, Monday 20 June 2022
- Proposal surgeries: 28 March, 29 March, 19 April, 7 June 2022
- Successful applicants will be notified by 5pm, Wednesday 6 July 2022
- Exhibition dates: 12 February - 5 March 2023\*
- Public preview: Thursday 9 February and Slow-Saturday Preview: Saturday 11 February 2023

\*Please bear in mind that it may not be possible to open the gallery in the event of a lockdown or similar restrictions as a result of the COVID-19 pandemic. To that end, please consider how your work might also translate to an online or digital platform so that it can in some way be experienced by audiences unable to visit the gallery.

Further information on exhibition logistics as well as the access, equality and diversity policy of Castlefield Gallery and the terms and conditions of participating in the exhibition programme can all be found [here](#)

### Logistics

For the selected project, Castlefield Gallery will:

- provide a budget of up to £2,000 towards production and fees which successful applicants can allocate as they feel is appropriate. If your project involves multiple individuals please consider how you will

cover fees as well as production materials, transport, travel expenses etc. (see [Paying Artists](#) and the [Artist-led Manifesto](#) for guidance on exhibition fees). You are also welcome to supplement the given budget from other sources.

- provide curatorial support and guidance
- provide technician support for installation purposes
- provide tools and equipment. The gallery technician will be able to access a range of gallery equipment for installation and exhibition purposes; however, the applicant needs to consider costs for any specialised equipment that the gallery does not already own or have access to
- promote the exhibition as part of the gallery programme
- arrange on-site signage and gallery interpretation
- if appropriate to the exhibition or project the gallery will support artists in pricing work and will handle sales
- insure artworks whilst on site
- provide advice where possible on any aspect of the project, including further fundraising if the applicant wishes to undertake it
- organise launch events
- provide invigilation

A list of AV equipment that the gallery has and plans of the space can be accessed [HERE](#)

### **Covid-19 Pandemic and Health & Safety**

All activity is planned to be predominantly delivered in person; however, we will need to be responsive to any changes to Covid-19 regulations. All involved will need to work with the Health & Safety policies and guidance of Castlefield Gallery.

### **Terms and Conditions**

- At least one participating artist or writer, or the curator, must be a member of [Castlefield Gallery Associates](#) for the duration of the application process and the project. The application must be submitted by a member of Castlefield Gallery Associates.
- The lead artist/curator will be the main contact with the gallery and, in the case of group exhibitions, be responsible for all communications to other artists and participants
- The lead artist/curator should be actively engaged in the install and de-install of the exhibition
- The lead artist/curator is required to attend the press and exhibition preview
- Artists are required to take on board and act on advice and instructions given by the gallery

### **Access, Equality and Diversity**

Castlefield Gallery is committed to the promotion of equal opportunities in all aspects of our work, including management, employment practices with both paid workers and volunteers, access to services and service provision. Castlefield Gallery fully supports the principles of equality and diversity. Castlefield Gallery recognises that certain groups and individuals in society are disadvantaged due to discrimination directed against them. We aim to remove any barriers, bias or discrimination that prevents individuals or groups from realising their potential and to develop an organisational culture that positively values diversity.

Castlefield Gallery is fully wheelchair accessible and assistance dogs are welcome on site.