

Putting on an Exhibition at the Gallery

Introduction

The Sheffield Institute of Arts Gallery is based in Sheffield Hallam University's Furnival Building, which is located in the city's Cultural Industries Quarter. We are close to the Millennium, Graves and Site Galleries, Yorkshire Artspace, The Showroom Cinema and Workplace. The gallery aims to develop a distinctive, professional programme in support of the aims of the Sheffield Institute of Arts, We host exhibitions originating within the university as well as touring exhibitions and proposals originating outside the university.

Programme

The gallery seeks to develop a rich and varied programme of exhibitions and events and will accept and schedule exhibitions accordingly. The gallery aims to programme up to a year in advance to ensure lead times allow adequate planning, financing and promotion of exhibitions.

Proposals

The gallery accepts exhibition proposals 3-4 times a year, to be considered at its regular 'Gallery Selection Board' meetings. Proposals will be judged against the gallery's exhibition criteria, and considered as part of the overall programme. Proposers will be notified as soon as possible after these meetings. In exceptional circumstances we may consider proposals outside this framework.

Exhibition Criteria

The Sheffield Institute of Arts Gallery is a professional, distinctive setting for high quality exhibitions which seek to support research and teaching through showcasing the very best in creative practice.

Aims

The Gallery seeks to

- showcase the work of the Sheffield Institute of Arts and the wider university and promote this to a broad audience
- bring creative work of the highest quality to the region
- create opportunities for debate and participation between creative professionals, academics, students and the public
- provide a bridge between the university and the city and form part of the city and region's cultural life
- build relationships with external organisations
- support the development of advanced research

Criteria

On receiving an exhibition proposal, the gallery committee will consider:

- whether the proposal supports the aims and aspirations of the gallery
- whether the proposal has an appropriate sponsor or is representing a recognised organisation or individual.
- whether the proposal originates from an individual / organisation where we the gallery has a strong interest in collaboration
- the capacity of the exhibitor to produce an exhibition of appropriate quality
- costs and proposed budgets
- available funding
- timescales and date restrictions
- staffing
- health and safety
- whether the proposal satisfies any issues arising as a result of an *impact assessment* (relating to SHU policies and procedures relating to matters such as: ethics, moral and public responsibility, health and safety, etc.)

The process

Proposal submitted

Gallery committee selection board

Proposal accepted

Exhibitor returns images, further information and Risk Assessment

Work delivered

Installation

Exhibition Opening Event

Exhibition Open

Events

Takedown

Collection of work

Risk

Exhibitors will need to satisfy the university that the exhibition poses no risk to staff and visitors. Exhibitors will need to complete either the gallery's own risk assessment form or the faculty's art installation risk form (Gallery Manager will advise).

Exhibitors are limited to the installation work they can do - only approved university staff, for example, may work at height/use ladders/scissorlift.

Exhibition spaces

The gallery has a number of separate exhibition spaces in the University's Furnival Building which you can use. These are: Main Gallery, Gallery Mezzanine, Atrium, Projection Windows. These can be booked together or individually. Exhibitors may also consider ways they might make use of other spaces around the building, but must be aware that outside the gallery there are restrictions (e.g. walls may not be drilled).

Main Gallery (Room 9001)



The main gallery is a double height space, accessed from the Furnival building's Atrium.

Floor: Ash laminate flooring with matt finish. This may not be drilled into. The floor has a grid of 30 sunken boxes with lids to match flooring. The boxes contain access to 13amp power supply. Some boxes have data connections and audio connections.

Walls: skimmed plaster surface attached to 18mm plywood support. Walls may be drilled to fix art works.

Ceilings: Cast concrete with dark grey paint finish. The ceiling has a grid (@2.5m centres) of Hilti eyelets for suspending work. Max weight per eyelet 250kg.

Access: Main entrance is a double door. When open access measures 1.9m wide x 2.55m high.

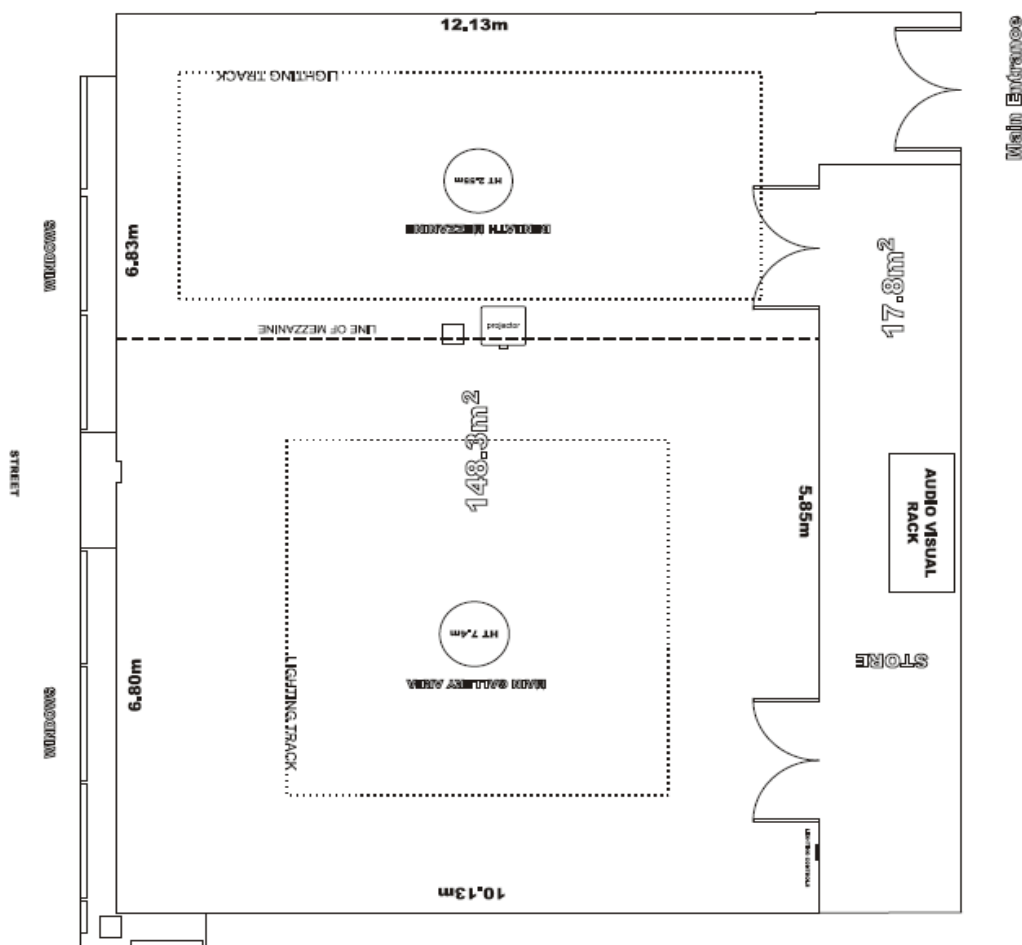
Lighting: The Main Gallery area and the area beneath the mezzanine are equipped with an ERCO 3 circuit lighting track fitted 1m from the ceiling height. Spot, Flood and wall washer lamps are available for use with this track. The programmable ERCO lighting control box is situated inside the gallery.

Windows: The main gallery is lit by the projection windows. These may be blacked out by the fitted electrically operated black out blinds. It may be possible to use the windows' projectors

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internally - we can fix screens in front of the windows, but exhibitors should be aware the projected image does not cover the entire window. The gallery reserves the right to programme the windows separately from exhibitions in the main gallery.

Furnival Gallery room 9001 room 9000 (store)



Measurements in bold are surfaces suitable for display.

Projection Windows

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Six windows in two rows of three, visible from the street. Each one measures approx 1.75m * 1.75m. Double glazed with the interior glass laminated with BLINK film. When switched on the film is transparent. When switched off the window is frosted. Above each window is a projector set up to project an image onto the frosted glass to be viewed from outside the gallery in the street. Images are more visible on darker days or during the evenings.

Mezzanine Gallery (Room 9102)



The first floor mezzanine gallery is accessed via the stairs and lifts by the Furnival café.

Floor: Ash laminate flooring with matt finish. The floor has 10 sunken floor boxes in two rows. The boxes contain access to 13amp power supply.

Walls: skimmed plaster surface attached to 18mm plywood support. Walls may be drilled to fix art works.

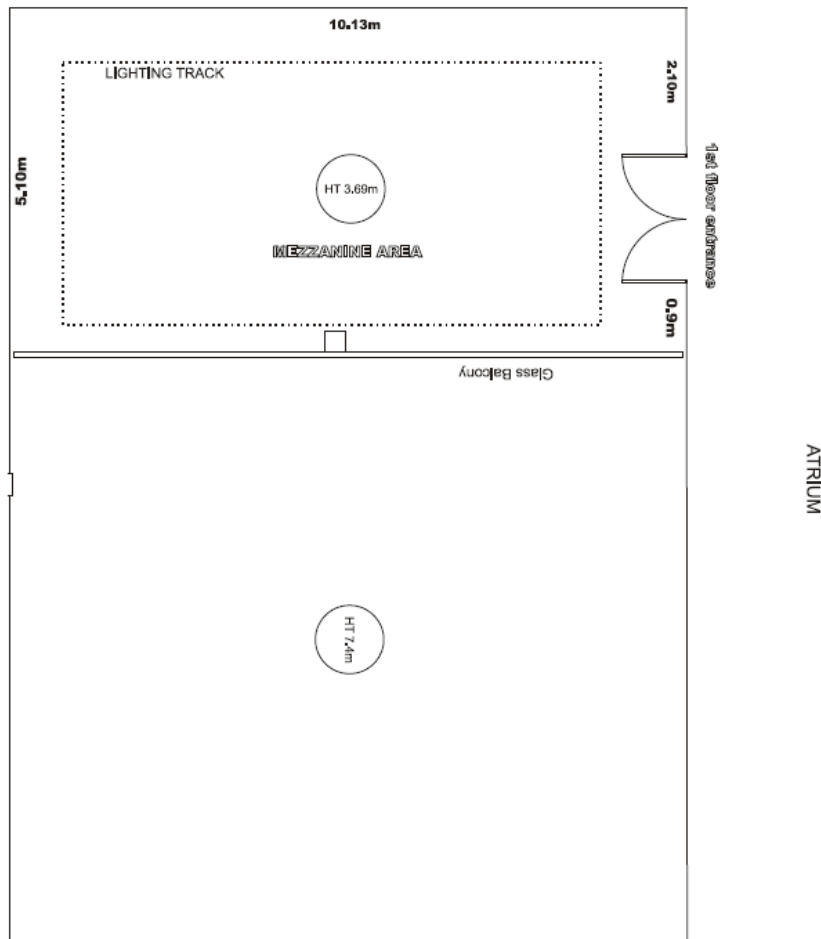
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Ceiling: Cast concrete with dark grey paint finish. The ceiling has a grid (@2.5m centres) of Hilti eyelets for suspending work. Max weight per eyelet 250kilos.

Access: First floor entrance is a double door. When open access measures 1.9m wide x 2.55m high. Please note that access to the first floor is via stairs or passenger lift.

Lighting: The mezzanine area is equipped with an ERCO lighting track fitted 1m from the ceiling height. Spot, Flood and wall washer lamps are available for use with this track.

Furnival Gallery room 9102



Measurements in bold are surfaces suitable for display.

Atrium



The atrium is a large public space, which can be used for exhibitions and events.

Other Spaces

Outside the gallery spaces we are constrained by the building's other uses but are open to exhibitions making use of other university spaces.

Gallery audio/visual equipment.

The main gallery area has -

5.1 surround sound, with three positions in the room possible. Connection is made inside the floor boxes.

1 large projector. To project onto the full height wall. The size, position and brightness/contrast of the image can be adjusted remotely. Height from floor to 3.0m max. Aspect ratio. 4:3 or 16:9 The projector is suspended from the ceiling under the mezzanine.

6 Hitachi short throw projectors. These are permanently positioned one above each of the 6 large windows and can be used to project onto the frosted 'Blink' glass. These images are intended to be viewed from the outside of the building at street level. Temporary screens are available to allow projections to be viewed from inside the gallery.

Aspect ratio. 4.3 works best. The pixel ratio is 1024 x 768. Templates available for window combinations are:

One image across all six windows.

Two images across three windows each.
Six individual images on six windows.
Custom setting.

1 A/V rack. Situated in the gallery store area (9000). This rack system controls the gallery projectors, sound system and microphones and comprises.

6 x DVD players. (2 x Sony Blu-ray (model BDP S350), 2 x Samsung, 2 x Denon (Model DN - V310) with mp3).

2 x Network Pc's with DVD 2 x USB + Firewire ports WMP + VLC players.

4/6 x laptop points with minijack connectors.

3 x Microphone outputs. 1 x handheld radio mic, 2 x tie-clip radio mics.

Demountable projection screen 4.8x2.8m

We may be able to borrow other equipment such as monitors from the University's creative media store, but this is primarily a resource to lend equipment to students, and there are restrictions.

Exhibitors' own equipment

Exhibitors own electrical equipment must be checked by qualified university personnel. This can be done at the Creative Media Store in Harmer building. This can usually be done while-you-wait, but it would be helpful to notify in advance.

Delivery and collection of work

Please ensure that arrangements are made for the delivery of work to the University and collection at the end of the exhibition. We have very limited space and will not be able to store work.

Plinths and display cases

The gallery has a system of modular display plinths - which include optional glass display cases. These are 1.5m high with a 50cmx50cm top. They can be clipped together to create longer cases (limited to 1m wide). We can build bespoke plinths, but will require notice and there may be a cost for exhibitors.

Technical support

The gallery will provide installation and takedown of exhibitions. We have access to a wide range of tools and equipment.

We must book technicians time in advance - they have many demands on their time - so need as much notice as possible if you are planning a complicated install/building work.

Labels

Exhibitors are responsible for labelling art works and creating wall texts introducing exhibits and exhibitors, in consultation with the Gallery Manager. These should be of a professional standard. We will need to proof-read labels, wall texts and handouts **before they go to print** and atleast two weeks before the exhibition opens.

Opening Hours

The gallery's standard opening hours are:
10am-5pm Monday to Sunday, 10am-8pm Wednesday. **There is an expectation that exhibitions will be fully open during advertised hours.**

Invigilation

The gallery is not invigilated as a matter of course, although it is patrolled regularly by security, and Furnival reception can provide basic assistance to visitors.

As we have no permanent invigilators, we need to make arrangements for switching on and switching off, this is done on an exhibition by exhibition basis depending on the requirements of the show and is normally done by technicians or security. Weekends may require special arrangements, these should be planned in advance.

We are able to arrange invigilation - we can recruit students through the University's employment agency, netWORK, but exhibitors will need to take a role ensuring the gallery is invigilated (students may be absent at short notice etc.). This will be charged to exhibitors. We can also arrange a permanent security presence in the gallery at particular times. This will be charged to exhibitors, and may be expensive. For internal exhibitors we may need to use your own budget code for this, and you will need to keep the relevant budget holder/administrator informed and ensure you have approval, members of C3RI should check with Sarah Wild (s.r.wild@shu.ac.uk). Exhibitors may of course arrange their own invigilation. Exhibitors should be aware that it is their responsibility to ensure there is appropriate invigilation during gallery opening hours.

Opening event

Drinks and refreshments must be ordered through the University, via Anne-Marie Mallon (A.Mallon@shu.ac.uk). Typical prices (January 2010) are:

Crisps/Nuts	£1.50 per head
House Wine	£10.95 bottle (7 glasses)
Juice	£2.85 jug (6-8 glasses)
Water	£1.70 litre (8-9 glasses)

Tea/coffee £1.10 each

Drinks and refreshments will need to be purchased from exhibitor's own budgets. External exhibitors: please contact the gallery manager to book drinks - we will need to invoice you for the amount.

Insurance

The University's insurance offers limited cover to art works exhibited in the gallery. In particular, please note that there is an excess of c £3,000 to pay (this will need to be found from exhibitors' own budgets unless otherwise agreed). Claims are subject to strict rules, and typically cover only forced entry. Exhibitors may choose to arrange their own insurance.

Marketing

The university has marketing resources to put into exhibition, but this must be justified as working towards student recruitment. We will decide early on in the process whether we are able to support an exhibition, and to what extent.

We will need 4 high resolution (300dpi or greater) JPEG images of the work to be exhibited as soon as possible and at least 8 weeks before the exhibition opens. These can be emailed to the Gallery Manager.

Branding

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All promotional material associated with the gallery should include the Sheffield Institute of Arts logo and meet the appropriate branding guidelines. These will be provided by the Gallery Manager to exhibitors, and material should be signed off by the Gallery Manager before going to print/being sent out.

Signage

Exhibitors should note that the gallery is presently somewhat difficult to find, and may choose to provide appropriate directional signage. All signs fastened to the wall and doors outside the gallery should be laminated and may be subject to risk assessment, please agree signs with the Gallery Manager before arranging for their production and display. A template is available from the Gallery Manager for the door banner.

Budget

The gallery has a very limited budget. Most support for exhibitions will be in kind, although assistance may be provided to help raise external funding. Exhibitors should ensure that they can **fully fund exhibition costs from within their own budgets**. These should include adequate staffing and for external exhibitions may include a hire fee/contribution to the gallery's costs.

Internal exhibitors must ensure that their relevant budget holders are informed and approve any expenditure related to exhibitions, including the employment of casual staff.

Fundraising

The gallery is keen to raise funds externally to support its activities and exhibitions. We will work with you, where possible, to identify sources of external funds and assist in applying for them.

Commission

The gallery will take a commission on any sales made of 30%.

Hire fee/contribution to gallery costs

The gallery reserves the right to charge exhibitors for use of gallery facilities. This will be agreed at the time of proposal acceptance.

Contract

The gallery may require a contract to be agreed with external exhibitors.

Contact

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