

SOUTH AUSTRALIAN SCHOOL OF ART GALLERY

Exhibition Information and Protocols

2020 | VERSION 1.1



University of
South Australia

SASA
GALLERY

Exhibition Protocols

1. INTRODUCTION

The South Australian School of Art (SASA) Gallery is a student-focused experimental gallery space. It provides exhibition and curriculum engagement opportunities and industry-based experiences for UniSA Creative students and research. The priorities for SASA Gallery's exhibitions program are: (i) to present the work of UniSA Creative higher degree research candidates; (ii) to present the annual Contemporary Art graduating students' exhibition; and (iii) to facilitate Samstag Museum of Art's academic engagement programs and workshops.

Broader access to the SASA Gallery by UniSA Creative staff and students for exhibitions, workshops, seminars and talks is limited due to high demand, and subject to availability and resources.

From 2021 the Samstag Museum of Art will be responsible for the development and presentation of the SASA Gallery's exhibitions and other public and engagement programs, and for providing curatorial leadership to program participants.

The SASA Gallery program will reflect research and graduate excellence at UniSA Creative. The SASA Gallery is part of UniSA Creative and is located on the ground floor of the Kaurna Building in the City West arts precinct, on the corner of Hindley Street and Fenn Place.

The University of South Australia's Samstag Museum of Art and the SASA Gallery are part of a network of Australian and international university-based museums and student-focused galleries.

2. BOOKINGS

An expression of interest detailing preferred dates and type of works exhibited should be submitted to SASA Curatorial (sasagallery@unisa.edu.au), including, where applicable, the primary supervisor for HDR candidate exhibitions.

All booking requests must be made through SASA Curatorial as early as practicable. Following confirmation of the booking, an Exhibition Agreement detailing arrangements for the exhibition will be developed.

Cancellations or date revisions can only be accommodated in response to exceptional circumstances, and preferably at least six months prior to the launch of the scheduled exhibition dates.

Scheduled SASA Gallery exhibition and public program bookings can be viewed on [SharePoint](#).

Booking requests outside UniSA Creative programs, HDR candidate and graduation exhibitions should be made well in advance. Due to high demand, these requests are generally unable to be accommodated.

Outside of exhibition hours, the SASA Gallery can only be accessed by students, staff and other exhibitors who have a confirmed booking and who have completed the required inductions. Training is required for use of any equipment and for many working processes. Failure to comply with protocols and procedures may result in disciplinary action. Access to an area or equipment may be restricted or revoked at any time.

3. HOURS OF OPERATION/INVIGILATION

During exhibitions, the SASA Gallery is open to the public Thursday and Friday 10 am – 5 pm, unless otherwise arranged and confirmed in writing.

UniSA Creative administration staff located in the Kaurna Building will be responsible for ensuring the Gallery is only attended during scheduled exhibition open hours.

Access to the SASA Gallery outside exhibition opening hours for installation and other purposes is by appointment only and arranged through SASA Curatorial.

4. RISK ASSESSMENT

In consultation with SASA Curatorial staff, Exhibitors will complete an initial assessment of all exhibitions and events to be presented in the SASA Gallery, at least three months prior to the scheduled opening dates.

A risk assessment will be completed for every exhibition, activity, performance and/or installation to determine if it is feasible or requires approvals or a formal risk assessment prior to commencement.

Samstag staff can provide advice on requirements for risk assessment outcomes. In some situations, advice may be required from outside providers (for example, seeking engineering advice for load-bearing structures, etc.) and may incur a fee to be paid by the Exhibitor.

Any activity undertaken in the SASA Gallery must be in keeping with the details and requirements outlined in this Exhibition Guide, the Exhibition Agreement and UniSA Creative Work Health and Safety protocols including all safe operating procedures (SOP).

5. INSTALLATION/DEINSTALLATION

Access to the SASA Gallery for installation is available from 10 am – 4 pm, Tuesday to Thursday prior to the opening of the exhibition.

Access to the SASA Gallery for deinstallation, collection of works of art and preparation of the exhibition space is scheduled from 10 am – 4 pm on Mondays following the close of the exhibition.

Other days and times outside the scheduled installation and de-installation days and times require prior agreement and arrangement with SASA Curatorial.

Exhibiting artists and/or Event and Exhibition Coordinators must provide details of any specific supplies and equipment, painting and exhibition furniture (such as plinths and cases which may be required for Exhibition installation and display) at least three months prior to the opening of the Exhibition.

Exhibiting artists must arrange their own AV and any other exhibition equipment or specialised exhibition furniture in advance. The venue does not provide AV equipment. (Refer to SASA Gallery equipment and exhibition furniture listing.) All electrical equipment must be tested and tagged before use. Testing and tagging of externally supplied equipment must be organised by the Exhibiting artist prior to the commencement of installation, and can be arranged through UniSA's Facilities Management.

Samstag staff will be available to assist with the installation of works of art—including ALL painting—for up to three days immediately prior to the Exhibition launch.

Exhibiting artists and/or Event and Exhibition Coordinators and other exhibition contractors or assistants must complete a WHS induction.

Safe installation of works of art must be planned in advance with SASA Curatorial staff, and any risk assessment requirements must be put in place at least three months prior to the launch of the Exhibition.

6. LIGHTING

SASA Curatorial and installation staff, in consultation with the Exhibiting artists and/or Event and Exhibition Coordinators will undertake installation of all exhibition lighting.

Exhibitors are not permitted to fit, adjust or move track lighting.

7. EXHIBITION SIGNAGE, LABELS

SASA Curatorial staff will arrange the installation of all exhibition signage and labels. Text and details for all Exhibition signage and labels **MUST** be confirmed by no later than one month prior to the launch of the Exhibition.

8. INSURANCE

All works of art will be insured from the delivery date to the collection date through the UniSA Insurance as detailed in the Exhibition Agreement. A reasonable value for all insured works of art **MUST** be provided prior to the delivery of works of art.

9. FREIGHT TRANSPORT AND STORAGE WORKS OF ART

Exhibiting artists and/or Event and Exhibition Coordinators will be responsible for the collection and delivery of all works of art, equipment and other supplies for the installation and Exhibition on the dates specified in the Exhibition Agreement.

Works of art, equipment and other materials belonging to Exhibitors and/or Event and Exhibition Coordinators cannot be stored at the SASA Gallery.

Works of Art **MUST** be collected on the date specified in the SASA Gallery Exhibitions Agreement. Works of art cannot be stored at the SASA Gallery, and UniSA will not be responsible for works of art delivered or collected outside the delivery and collection dates.

10. DOCUMENTATION

Exhibitors will be responsible for photographing their Exhibitions. UniSA may photograph Exhibitions for UniSA promotion and publicity, and in these instances the Exhibiting artists and/or Event and Exhibition Coordinators will be contacted to ensure necessary approvals and copyright permissions. The Exhibiting artists and/or Event and Exhibition Coordinators will receive digital copies of all photographs taken by UniSA.

11. WORKS OF ART SALES

SASA Gallery takes no responsibility for the sale of artworks. Sold artworks may not be removed from the Gallery prior to the close of exhibition. Candidates are responsible for all aspects of the sale of artworks. All works of art including sold works of art **MUST** be removed from the SASA Gallery by no later than the date specified in the Exhibition Agreement following the close of the Exhibition.

12. MARKETING COLLATERAL

Invitations, floor sheets and catalogues are to be designed and produced at the expense of the Exhibiting artists and/or Event and Exhibition Coordinators. However, all collateral that references the SASA Gallery or makes use of the UniSA logo **MUST** be approved through SASA Curatorial staff, giving at least three days' notice.

At least three months prior to the launch of the exhibition, all Exhibiting artists and/or Event and Exhibition Coordinators are to provide at least three high-resolution images of works of art, including captions, to SASA Curatorial for exhibition promotion.

SASA Curatorial and UniSA Creative will promote the Exhibition and associated events through platforms such as Facebook, Instagram, UniSA panel directors, the UniSA Creative website, and other relevant internal and external newsletters and bulletins.

Exhibitors are **NOT** permitted to advertise or promote SASA Gallery exhibitions, other than through social media, without written approval sought through SASA Curatorial at least three months prior to the launch of the Exhibition.

13. SOCIAL MEDIA PROMOTION

The SASA Gallery Instagram account @SASAGallery is available to provide information, documentation and promotion of SASA Gallery exhibitions and events. The SASA Gallery Instagram and other social media accounts will be managed by SASA Curatorial and UniSA Creative.

14. PUBLIC PROGRAMS, EXHIBITION OPENINGS, EVENTS

SASA Gallery exhibition openings are generally held on Thursdays between 4 pm and 6pm, and will include an Acknowledgement of Country and a brief exhibition introduction by the Exhibitor and/or Event and Exhibition Coordinator.

Arrangements for exhibition openings and other public programs including talks, lectures, workshops and seminars must be approved by SASA Curatorial at least three months prior to the opening of the exhibition.

It is the responsibility of the Exhibitor and/or Event and Exhibition Coordinator to invite family, friends and colleagues to opening events. SASA Curatorial will ensure exhibition details including events are extended to all UniSA staff and students.

UniSA Creative does not provide catering for exhibition openings and events. Catering arrangements MUST be discussed and approved in writing through SASA Curatorial at least three months prior to the event. Drink vouchers for the adjacent West Oak Hotel are available for SASA Gallery event visitors..

15. GENERAL GALLERY PROTOCOLS

The SASA Gallery, reception desk and adjoining storage areas and spaces must be kept in a clean and tidy state at all times. Rubbish must be removed from the gallery and disposed of appropriately following advice from SASA Curatorial staff.

NO painting is permitted unless approved by SASA Curatorial staff. Any approved painting is to be supervised by SASA Curatorial to ensure appropriate protection of works of art, equipment, facilities and disposal. If painting is approved, do NOT paint close to works of art or over power points, light switches or unpainted surfaces.

No alteration to the SASA Gallery architecture, features or furniture is permitted without prior written approval from SASA Curatorial staff.

No works of art or other objects are to be hung from the lighting track or ceiling prior to approval from SASA Curatorial staff.

When in the SASA Gallery or preparing for an exhibition or event, please be considerate of other people and activities that may be scheduled in the Kaurana building or adjoining areas.

All electrical equipment must be tested and tagged before use.

All works of art and installations displayed in the SASA Gallery must comply with WHS standards and risk assessments, which must be completed and approved where necessary. Works that do not comply with UniSA WHS standards may be removed without prior notice to the Exhibitor.

Any faults or incidents should be reported immediately to the SASA Curatorial staff.

Any incident, illness, injury or near-miss that occurs on campus must be reported to the SASA Curatorial staff as soon as possible and an incident/hazard report submitted within 24 hours.

16. EMERGENCY

In case of an emergency on campus please notify UniSA Security. UniSA Security are trained First Aid Officers.

SECURITY: 8302 8888

EMERGENCY SERVICES (police/fire/ambulance): 000

Evacuation Instructions

Upon hearing the Alert Tone (beep, beep, beep, beep), await instructions or prepare to evacuate. Upon hearing the Evacuation Tone (whoop, whoop, whoop) or being instructed to evacuate, move to the assembly area as directed.

Remain at the assembly area until advised by Emergency Personnel or Warden or Security that it is safe to leave or return to the building.

Evacuation Assembly Points: Barbara Hanrahan/
Hans Heysen Courtyard

17. CONTACT DETAILS

SASA Gallery enquiries:

SASA Curatorial, sasagallery@unisa.edu.au

Samstag telephone: 08 8302 0870

UniSA Creative Administration: 08 8302 0366

PARKING: Clarendon Street/off Hindley Street/Fenn Place

18. ATTACHMENTS:

18.1 SASA Gallery Floor Plan

18.2 SASA Gallery equipment and exhibition furniture

18.3 UniSA Creative WHS Induction Checklist

18.4 South Australian School of Art, UniSA Creative, Exhibition Agreement



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