Art Spaces Program Guidelines 2027

City of Casey

Information and Conditions for Applicants

The Art Spaces program plays a significant part in the vibrant cultural life of the City of Casey. The program promotes and supports traditional and contemporary visual arts practice and artists by providing access to community exhibition spaces and is a way for artists to reach new audiences.

Applications are accepted from individual artists or groups residing in Melbourne's South East suburbs with priority given to City of Casey located artists. The spaces are suitable for exhibiting painting, photography, printmaking, ceramics, craft, drawing, textiles and mixed media.

The three community exhibition spaces are located in;

- Bunjil Place Library, Level 2, 1a/2 Patrick NE Dr, Narre Warren
- Cranbourne Library, Casey Complex, Berwick – Cranbourne Road, Cranbourne
- Hayshed Studio, Old Cheese Factory, 34 Homestead Road, Narre Warren

The program provides an opportunity for professional development by giving artists an opportunity to curate, install and de-install and collate promotional materials such as artist statement, artist biography and images. Artists can manage sales of their work and there is no commission required.

Application Opening Dates

Art Spaces Applications open on Friday 6 November 2026 at 12:00pm and close Monday 7 December at 12:00am.

We encourage applicants to allow plenty of time to prepare and submit their application before the closing date. Unfortunately, late applications cannot be accepted unless exceptional circumstances apply and prior written approval has been obtained from a Casey Arts Officer.

Promotion and Marketing

The City of Casey promotes Art Spaces exhibitions in the following way:

- Distribution through social media and relevant art networks
- Listing in the City of Casey online events calendar

- An A4 sized exhibition room catalogue will be produced and available in the exhibition space
- Hard copy seasonal printed program
- Inclusion in the Casey Arts, Connect E-Newsletter
- At least three social media posts on Casey Arts Instagram account

Application Process

Applications open on the Casey Arts web page from November to December for artists to submit exhibition ideas for the program commencing from February the following year. These applications will be assessed by an independent panel, and you will be advised on the outcome in late December.

Requirements for the application form include:

- Indicating if you are proposing a solo or group exhibition
- Including a current artist's curriculum vitae or short biography of the exhibiting artist/s
- Good quality photographs of the artwork (these can be examples of the artwork for exhibition or indicative of the artist's style and not the actual works for exhibition)
- Statement about the proposed exhibition

Please note, submitting an application does not guarantee the applicant will receive an exhibition in the Casey Arts Spaces Program. Preference will be given to artists living or working in the City of Casey. Artists residing in Casey's bordering councils are also eligible to apply. Preference will also be given to artists new to exhibiting in the Art Spaces Program.

Making an application:

- Read the Art Spaces Program Guidelines before applying
- Before beginning your application, we encourage you to have as much information as possible ready, as well as 4 quality images ready for upload
- You will need to provide necessary information on each page of the form to move to the next page of the form
- If you would like to save a draft of your application, select the Summary Tab at the top of the screen, scroll to the bottom of the page and select the Save as Draft button (you will need to complete the compulsory fields on the Summary page before saving)

- If you need to restart your application, you can click on the "Application Pending" button in the top right-hand corner of the screen and select "Add Application" from the dropdown menu
- We advise you to check that you have answered all application questions before submitting your form
- Once an application is submitted, it is unable to be re-opened and edited without permission from a City of Casey Arts Officer
- Applications must be submitted by the due date and time

For more information or questions regarding the application process and the guidelines:

Web: www.casey.vic.gov.au/casey-arts

Email: arts@casey.vic.gov.au

Phone: 03 9705 5200

Selection criteria

A selection panel will assess applications according to the following criteria:

- Technical competence
- Professional presentation
- Visual cohesion of the exhibition proposal
- For group exhibitions, the theme or ideas linking the proposed artworks must be clearly identified

Art Spaces Exhibition Curation

Council reserves curatorial rights over the Art Spaces exhibition program. Artists can indicate on their application if they would like to share an Art Spaces exhibition space with another artist selected by the City of Casey.

Artists are encouraged to consider an exhibition plan in the lead up to the installation of their exhibition utilising Art Spaces specifications below.

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Exhibition Spaces - facilities and requirements

Bunjil Place, Cranbourne Library and the Hayshed Studio Art Spaces feature a hanging track system enabling the display of both two and three-dimensional works only. Free-standing display cases can be used at the Bunjil Place Library space upon request

Art Space Specifications

Each Art Space is different in size and suitability for types of artwork which can be displayed. Artists should view the spaces before submitting their application to nominate their preferred option in their application.

Hanging capacities

Bunjil Place Library: 6 lineal metres (approximate)
Take a virtual tour to Level 2 to view the Art Space here

Cranbourne: 9 lineal metres (approximate)

Hayshed Studio: 16 lineal metres (approximate) plus two moveable walls which can be used to reconfigure the space.

Display Cabinets

- Some cabinets are available upon request at Bunjil Place Library only.
- Dimensions: 115 cm / 75 cm length x 37 cm width x 44 cm height.

Important things you should know about the Hayshed Studio

- It is a hireable space for workshops and meetings from external groups, during these bookings chairs and tables will be moved in and out of the space.
- There are two mobile walls which can be utilised in the space (they will need to be moved during hired hours for workshops, private bookings etc.)
- Hayshed is best suited for hung artworks (due to the nature of flexibility required in the space)
- A complete list of works as well as images of each work to be hung is required no later than six weeks prior to exhibition date
- Hayshed is an unstaffed exhibition space. The area is monitored by CCTV during Old Cheese Factory opening hours; however, staff cannot guarantee the security or

safety of artworks while on display. Exhibitors are responsible for ensuring their works are appropriately insured and displayed at their own risk.

- Hayshed receives a high volume of exhibition applications each year. While we aim to accommodate as many artists and groups as possible, preferred exhibition dates cannot be guaranteed. Applicants are encouraged to be flexible with their date preferences, as they may not receive their first-choice exhibition period.
- Exhibitors may be eligible to access the adjoining Springfield Room as an in-kind venue hire for an exhibition opening event, subject to existing bookings and venue availability. This opportunity can be discussed further if your application is successful.

Restrictions for the Art Spaces Program

- Two-dimensional works may be up to 1m x 1m (including frame if applicable)
- Three-dimensional works must not be larger than 30cm high x 30cm wide x 30cm deep
- All artworks for exhibition must not exceed 20kgs
- Artist must provide display-ready artwork. Two-dimensional works must be suitably framed with hanging wires securely attached. Artists must ensure frames are fitted with suitable hanging provision.

Terms and Conditions

City of Casey reserves the right to:

- Accept or decline an application for the Art Spaces Program
- Install the exhibition and make final curatorial decisions over the Art Space exhibitions.
- Decline to display artworks that they deem to be offensive, that do not reflect the high standards associated with the Art Space, that are a health and safety risk or that do not comply with the above-mentioned size restrictions and Terms and Conditions.
- Decline an exhibition that represents a creative professional practice that is first and foremost a commercial business rather than an emerging or semi-professional artist.
- Photograph the exhibition and artworks. Reproduce and publish these images, and artwork images supplied by the artist, in Council promotions, publications and social

media. A detail part of an artwork image may be used and will be attributed appropriately.

Exhibiting artists must fulfill the following obligations:

- Supply all catalogue information no later than six (6) weeks prior to their exhibition installation date. This consists of a list of all works, titles, mediums, dimensions, and artwork prices; an artist's statement, a quality image (minimum 1000 KB or 300 dpi) of a key artwork and contacts for purchases if applicable
- Deliver and collect their artwork at the allotted times
- Be in attendance or send a representative to be in attendance, to install their artwork with the Curator
- Observe size restrictions for artworks
- Plan their exhibition according to their application submitted and the Art Space allocated to them
- Provide display-ready artwork. Two-dimensional works must be suitably framed with hanging wires securely attached. Artists must ensure frames are fitted with suitable hanging provision. Uniformity of frames is strongly advised. A stretched canvas over a timber mount is considered framed but must be fitted with a suitable hanging wire securely attached. Artworks may have other professional forms of presentation; however, artworks delivered without suitable or professional hanging provisions will not be exhibited. If an artist has several pieces to be exhibited, please inform the Curator prior to the exhibition to ensure adequate hanging supports are available
- Administer the sale of their artworks, if applicable, by providing contacts for purchasers on their catalogue information. Artwork purchased is to remain on display for the exhibition duration.
- Arrange and pay for exhibition insurance cover, if so desired. The City of Casey will exercise all reasonable care but will not be held responsible for any loss or damage to artworks whatsoever.
- Ensure that the work is original and does not infringe the copyright, moral rights or other rights of any third party.