

2019 ART AWARDS AND EXHIBITION



Request for quotation to provide Curatorial Services

61 Broun Avenue, Morley WA 6062 | P: 9272 0622 | F: 9272 0665 | mail@bayswater.wa.gov.au | www.bayswater.wa.gov.au

The City of Bayswater is committed to providing and supporting recreational and cultural opportunities within the City and as part of this commitment, the City hosts the annual Art Awards and Exhibition. The event highlights the ever-strengthening role of the arts in the community and as such, the City needs to ensure that the event has a long and prosperous future.

The City is seeking the services of a suitably experienced curator for the 2019 event.

1. SCOPE OF RESPONSIBILITIES

The following defines the responsibilities and tasks required of the curator for this event:

- (a) Determines the exhibition layout (in liaison with the Events Team), and installs all artworks at The RISE in Maylands from Wednesday 30 October 2019 until completed, prior to the opening of the exhibition on Sunday 3 November 2019.
- (b) Oversees the receipt of all artworks delivered and ensures they are to exhibition standard. The City's Event Team will coordinate all volunteers with regards to their rosters.
- (c) Ensures installation of all works is completed by the morning of Saturday 2 November 2019, with the assistance of two City of Bayswater staff members.
- (d) Creates labels to be attached to display boards for each artwork. Each label is to feature the City of Bayswater logo, the artist's details, and the award category for which the artist is eligible. The content and format of the labels must be approved by the Coordinator Events prior to printing.
- (e) Source, enlist and confirm two judges for the awards. Both judges are to meet the following criteria:
 - (i) Live locally in the City of Bayswater
 - (ii) Possess strong arts industry knowledge
 - (iii) Be available to judge all works by no later than 1:00pm on Saturday 2 November 2019.
- (f) Judges comments are to be delivered no later than 3:00pm on Saturday 2 November 2019 to the Events Coordinator either in person, or by electronic means.
- (g) Winners will be announced at the official opening night on Saturday 2 November 2019. The invitation-only event commences at 6:30pm, with official presentations currently scheduled for 7:00pm. The curator and judges are cordially invited to this event.

The award categories and corresponding prize money are as follows:

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|--|-----------------|
| • City of Bayswater Open Award (Acquisitive) | (\$5,000) |
| • Highly Commended | (3x \$750 each) |
| • Best High School Entry (Years 7-12) | (\$500) |
| • Runner-up High School Entry (Years 7-12) | (\$250) |
| • Best City of Bayswater High School Entry | (\$500) |
| • Best City of Bayswater Primary School Entry | (\$500) |
| • Best Photography Award | (\$500) |
| • Best Sculpture Award | (\$500) |
| • Best City of Bayswater Resident Award | (\$500) |
| • Best Bayswater Art Society Member Award | (\$500) |
| • Best Ellis House Community Arts Society Member | (\$500) |

2. OTHER REQUIREMENTS:

- (a) The successful curator may be required to attend up to two pre-event meetings.
- (b) The successful curator must attend the official opening function (approximately two hours' duration).
- (c) The successful curator must prepare and present a short guided tour for City of Bayswater Elected Members and the Executive Management Team. The tour is to cover various points of interest, and details about art techniques. The content is at the curator's discretion. The tour will be scheduled for 6:30pm on Saturday 2 November 2019, prior to the official opening.
- (d) The successful curator will be required to submit the draft artwork labels to the Coordinator Events for approval, prior to installation at the exhibition.
- (e) The successful curator will be required to prepare and submit an evaluation of the exhibition covering all aspects of the awards, including recommendations to further improve the event for future exhibitions. The evaluation is required to be submitted no later than 31 December 2019.
- (f) The successful curator may be required to attend a post-event debrief meeting at the discretion of the Coordinator Events.

3. REQUEST FOR QUOTATION

Please submit a quote in writing to Adrian Fabiankovits, Coordinator Events, based on the requirements outlined above. Please also include a full biography that may be used for marketing purposes. If you have any further questions relating to this brief, please contact Adrian directly on (08) 9272 0694.

Quotes will be accepted by post, email, or in person:

In person: City of Bayswater Civic Centre - 61 Broun Avenue, Morley, WA 6062

Email: adrian.fabiankovits@bayswater.wa.gov.au

Post: Att: Adrian Fabiankovits, Coordinator Events
PO Box 467
Morley WA 6943

SUBMISSIONS ARE DUE BY 4.00PM ON FRIDAY, 27 SEPTEMBER 2019

4. CONDITIONS OF QUOTATION

(a) Experience

Final selection will include consideration of demonstrated experience. An outline of such experience, including any related qualifications, must be included in the response.

(b) Fees

Respondents must include a fixed fee for the above requirements, with GST clearly itemised where applicable. Respondents must clearly indicate whether they are registered for GST. Any additional charges will not be accepted unless clearly itemised in the response.

(c) Short-listing

The most suitable respondents may be short-listed and may also be requested to clarify their submission or demonstrate their ability to meet the requirements. Referees may also be contacted prior to the selection of the successful curator.

Please note:

- Responses will only be considered if all requirements are met.
- The City reserves the right to decline any response.
- The successful candidate is required to have public liability insurance

5. SPECIAL CONDITIONS OF CONTRACT

(a) Payment

Payment of fees shall be on completion, subject to the curator issuing the City with a Tax Invoice. The City's standard payment terms (30 days net of invoice) shall apply, unless otherwise arranged.

(b) Dealing with the Public

The City of Bayswater requires the curator to represent themselves and the City in a professional and socially responsible manner at all times.