



Kilcoy Art Society Inc, Kilcoy Courthouse Art Gallery  
Our Address: Yowie Park, 35 Hope St, Kilcoy 4515  
Tel: 07 5497 2000 Web: [www.kilcoyart.org.au](http://www.kilcoyart.org.au)

## INFORMATION FOR NEW ARTIST MEMBERS

On receipt of your Membership Application Form and Membership Fees you will be eligible to exhibit your work at the Kilcoy Courthouse Art Gallery. You will be given a unique code which is to be used on your labels. If you have indicated that you will be an "Active Member" your name will be forwarded to the roster coordinator who will contact you.

All artists are responsible for keeping a personal record of all their work when they submit to the gallery.

The Kilcoy Courthouse Art Gallery has a number of areas where Artist Members are able to exhibit their work. Each of these areas has a procedure which needs to be followed. These are:

### MAIN EXHIBITION - Gallery One and Two

Changeover occurs on the first Monday of every third month. Any unsold work cannot be displayed again for two years (unless on the Artist of the Month wall).

- An email is forwarded with the online exhibition entry form one month prior to the changeover and three weeks prior to the changeover.
- Unless prior arrangements are made it is essential that the completion of the form is on-line. This entry list is filed by the Exhibition Team in the Artwork Register Folder which is on the front desk of the gallery.
- Five pieces of work per artist can be exhibited.
- The label for the artwork is done by the exhibition coordinator.
- All work has to be for sale.

### ARTIST OF THE MONTH - Gallery One Wall - behind the Magistrate's Bench

This is coordinated by the roster coordinator.

- Choice of the Artist of the Month is done by a yearly ballot.
- Typed signage is to be provided by the artist.
- The current and future Artist of the Month need to coordinate the time of the changeover. The roster coordinator will assist with this process.
- The Artist of the Month provides the Promotions and Marketing Officer with information for the Kilcoy Sentinel and other media.
- A list of works are to be listed on the KASI template for inclusion in the Artwork Register Folder.

### MINI MASTERPIECES - Gallery Three

This area sits in the small room off the main gallery.

- Works are changed at artist's will.
- Art work is priced \$80 or less and the artwork on average should be the of size of 8ins X 10ins.
- Typed signage is to be provided by the artist using a template which the Roster Coordinator will email to you on request. Price card hanging sleeves are stored in the gallery.
- Works must be listed on the KASI template for inclusion in the Artwork Register Folder.

### CARDS

- Changed and added to at the artist's will.
- The cards need to be the artist's own work.
- All cards to have the Artist Code, number of the work (e.g. GH56#3) and the price on a sticker.
- Works must be listed on the KASI template for inclusion in the Artwork Register Folder.



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### **MATTED UNFRAMED ORIGINALS**

- Works changed at artist's will.
- Works must be listed for inclusion in the Artwork Register Folder.
- Template Signage needs to be used and this is provided by the Roster Coordinator on request. Please contact her by email with Title, Medium and Price.
- All work to be covered in cellophane with a neat foamcore backing layer to be included in each cellphone package.

### **OTHER WORKS**

- Other artist-made works can be exhibited at the gallery. These include jewellery, pottery, woodwork and mosaics.
- All work must have a label/sticker provided by the artist with the artist code and price.
- Work can be changed at the artist's will but may be limited due to a restriction on space.
- Works must be listed on the KASI template for inclusion in the Artwork Register Folder.

### **CHRISTMAS SMALLS**

- Works are to be delivered at the November Changeover and stay until the New Year.
- All work must have a label/sticker provided by the artist with the artist code and price.
- Works must be listed on the KASI template with delivery of the goods at the Changeover and this list is added to the Artwork Register Folder.

## **GALLERY STANDARDS**

It's a credit to all our members that the gallery presents itself in a professional manner with a tidy, clean gallery and good quality work on display.

Artist members are reminded that:

- Artworks that are on paper or board must be framed and have a backing board and be taped.
- Oils and acrylics that are on heavy-stretches do not require framing but the sides must be painted or very clean.
- Works on thin stretches must be framed to prevent warping.
- All works must be ready to hang with D rings with wire or cord.
- The label on the back needs a title, medium and artist name. Writing the price is not required as this often changes and the label becomes obsolete.
- Matted unframed originals must be securely wrapped in cellophane and display the gallery's templated signage.
- Works created at workshops are not permitted to be exhibited.

Sometimes a work submitted may not be deemed by the exhibition team to be of a high enough standard for the gallery. Work will also not be accepted for exhibit if any of the above requirements have not been met. This is in the best interests of the gallery in maintaining its high standard.

### **OFFICE BEARERS AND OTHER NOMINATED POSITIONS**

You can contact all officer bearers via the KASI website: <http://kilcoyart.org.au/contact-us/>

### **TEMPLATE**

The template for the list of artwork (other than paintings in Gallery One and Gallery Two - which are submitted online) needs to be downloaded from the KASI website (<http://kilcoyart.org.au/membership/for-members/>). This can be filled in by hand or typed and brought in with the goods. This list of all goods is added to the Artist Register Folder under each artist's name.