



PROGRAM POLICY

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Drafted by	Sarah Stanley	Effective date	31 March 2014
Responsible person	Board Chairperson	Scheduled review date	March 2015

Objectives

The Collie Art Gallery supports the development of excellence in visual arts practice and contributes to cultural life in Collie and the South West region of Western Australia.

It will develop a program of workshops and events that is diverse, supports the gallery's vision and scope and is of benefit to the broader community.

Ethical considerations

The Collie Gallery Group Inc. will always seek to protect freedom of artistic expression.

The copyright and moral rights of practitioners will always be acknowledged and protected.

The Collie Gallery Group Inc. will enter into appropriate contracts with artists, curators, agents, writers, lenders and donors who are participants in the gallery's programs and will adhere to the terms of those contracts.

Program proposals

Program proposals may be accepted from individual artists and artisans, artist groups or collectives, community organisations, curators, touring organisations and arts institutions.

Program proposals must be assessed in a fair and ethical manner, taking into account:

- The quality of the work
- Studio and/or gallery availability
- How the proposal enhances the existing program of workshops and events
- The Collie Gallery Group Inc. may invite proposals from regional practitioners.

A proposal contract must be signed by both parties and must include:

- Applicable fees and charges,
- Responsibilities of the program coordinator and the gallery

Conditions

Programs, workshops and events are selected and scheduled at the absolute discretion of management.

A standard fee schedule applies for the hire of studio and/or exhibition space for events and programs, however, these fees are open to negotiation with management based on the benefit provided to the gallery and/or community.

Ticket sales and bookings can be arranged through the gallery's website and/or over the counter. A commission of 5% (minimum \$1 per ticket) applies on all ticket sales.

Payment for tickets

Ticket sales are collated at the end of every month. Payment less commission is made by the Collie Art Gallery around the second week of every month.

Sales less commission totalling less than \$20 will accumulate and only be paid once the amount owing to the artist reaches \$20, at the end of the program, or at the end of the financial year, whichever comes first.

Advertising and promotion

Advertising and promotion will be provided as part of the Collie Art Gallery's overall marketing strategy.

Program coordinators may arrange additional advertising or promotion at their own expense by agreement with Collie Art Gallery management. All advertising artwork must include the Collie Art Gallery logo and be approved by management before going to print.

Safety and security

Suitable trained and experienced staff must be provided to manage the handling, storage, installation and presentation of artworks.

An appropriate environment with adequate security controls must be maintained at all times to ensure the safety and wellbeing of the artworks and materials; however they are left at the owner's risk.