



## Roving Curator Program

### Guidelines – 2017 Round

Opening Date: 18 August 2016

Closing Date: 5pm, **Tuesday 18 October 2016**

Applications will not be accepted after this date.

Applicants will be notified as to the outcome of their application in writing by 30 November 2016.

#### General information

Before you begin your application please read these Guidelines carefully. They provide information about the program, eligibility, and assessment criteria and priorities.

The Roving Curator Program is competitive and there is no guarantee of success.

Applications which do not meet the eligibility criteria will not be considered.

Image: *Jean Harris with First Car, Austin 9 with Canvas Hood*, Ballarat Base Hospital Trained Nurses League, BBHTNL 0608, CC BY-NC-SA 3.0 <http://victoriancollections.net.au/>

## **What is the Roving Curator Program?**

The Roving Curator Program provides an exhibitions curator to work with small museums on an exhibition project, including assistance on-site, and follow-up support from the office after the visit.

The Museums Australia (Victoria) Exhibitions Sub-Committee selects up to four applications for each annual round. The program is administered by Museums Australia (Victoria) with funds received from Creative Victoria. The program is delivered by the Exhibition Services Manager.

## **What does the Roving Curator Program aim to achieve?**

The Roving Curator Program aims to enhance Victorian cultural life by supporting museums to develop inspiring, enjoyable and informative exhibitions and displays.

## **How does the Roving Curator Program work?**

The Roving Curator spends three days on site with each successful applicant, and then follow up support equivalent to another three days is provided. Museums that apply for this program make a request for time and advice, rather than for funding.

## **Who can apply?**

The Roving Curator Program accepts applications from museums who meet the following eligibility criteria:

- The museum is based in Victoria and is legally constituted, such as incorporated associations, companies limited by guarantee, Local Governments and other statutory bodies.
- The organisation is collection-based and publicly accessible, with regular opening hours, and has been operating for at least two years.
- Applications from organisations affiliated with, or funded through State, Local or Federal Government may be considered for funding, provided:
  - The project is undertaken in partnership with a community-based organisation that fits the aforementioned criteria; and

- The project demonstrates strong community involvement and lasting benefit.
- Eligible government-funded organisations may include municipalities, libraries, and state schools.
- **Priority is given to not-for-profit community groups, with no curatorial or professional staff.**
- The organisation is a member of Museums Australia. For information on how to join, please go to:  
<http://www.museumsaustralia.org.au/site/members.php>
- Organisations that employ professional staff may apply for the Program where a lack of curatorial skills specific to the project can be shown, and the project involves community engagement and significant and lasting community benefit.
- Art galleries can be considered for exhibition projects which consist of mostly historical artwork. For assistance with contemporary art, craft and design exhibitions, contact NETS Victoria:  
<http://netsvictoria.org.au/>
- Art galleries may also be considered for non-art exhibition related projects (for example history or science exhibitions) if the relevant gallery does not usually present this type of exhibition and requires mentoring, and the project involves community engagement and significant and lasting community benefit. History and science exhibitions can include contemporary artistic responses to the content, so long as these are secondary elements.
- Private museums may apply providing the project involves significant community engagement in developing the exhibition, and significant and lasting community benefit is demonstrated. Otherwise, fee for service support is available through Museums Australia (Victoria)'s 'On Demand Training', and members of Museums Australia (Victoria) can access our Consultants' Register to locate contract Curators.
- The applicant must be the project leader, that is the person who will develop the exhibition, and the project must be supported by the managing body of the organisation.

## Who cannot apply?

- Individuals.
- State Government authorities.
- Organisations that do not meet the Eligibility Criteria outlined above.

## What kind of assistance can we apply for?

The Roving Curator Program offers successful applicants mentoring and assistance with exhibition development, but the successful applicant leads and manages the exhibition project. Applicants will need to be able to devote time to working collaboratively with the Roving Curator on their project.

**Successful applications typically consist of a coherent project, combining 1-3 tasks from the list below.**

**Examples** of some of the tasks that can receive assistance include:

- Development of policies to guide exhibitions and interpretive programs.
- Developing ideas and themes for exhibitions.
- Assistance in sourcing funding opportunities and advice on grant writing.
- Assistance with research strategies for sourcing information, objects and images for an exhibition.
- Assistance with planning an exhibition.
- Help with a touring exhibition (preparation of touring manuals, sourcing venues, etc.).
- Training on label writing, including preparation of sample labels and feedback on exhibition text.
- Training on label making and supports for images and objects.
- Advice on budgeting for an exhibition.
- Assistance with writing a media release, media contacts, putting together an exhibition marketing plan.
- Assistance with evaluation of exhibitions.

When selecting which elements of exhibition development to apply for, applicants should consider:

- The current museum staff's exhibition skills.
- The exhibition development activities that would make the most difference to the project, the museum and relevant communities.

## **What kind of assistance can we apply for? (Cont.)**

The following **case studies** illustrate the scope of assistance available in the time available for each Roving Curator project. Applications do not need to be similar to these case studies; applicants should draw on the most relevant task areas from the list provided above.

*Situation 1:* The museum had not done many temporary exhibitions previously and wanted to present a high quality themed exhibition from their collection.

*Assistance:* The Roving Curator helped select themes and sample items for a temporary exhibition, helped write an exhibition proposal and project plan, sourced a suitable funding program and provided advice on the grant application.

*Situation 2:* The museum had developed content for an exhibition but wanted some professional advice and help presenting the material.

*Assistance:* The Roving Curator helped work out the exhibition layout within the museum space, provided feedback on image selection and wording of thematic text panels, and demonstrated label and photo mounting techniques.

## **Is there a fee for the service?**

Successful applicants make a small contribution to the travel costs of the Roving Curator Program. The fees, inclusive of GST, are:

- Volunteer-run organisations: \$60
- 1+ Effective Full Time paid staff: \$120

The fee is only paid if the application is successful, there is no cost to apply for the program.

## **What are the Assessment Criteria?**

Applications are assessed by considering the extent to which the proposed project meets the following assessment criteria:

- The proposed project rationale is focused, with clear aims, audience and outcomes.
- The project presents an important story.
- The material to be presented is visually engaging.
- The proposed exhibition accords with current museum best practice.
- The exhibition concept is of interest to the local community or specialist audiences, and the project provides a lasting community benefit.
- The proposed exhibition advances the purpose of the museum.
- There is a strong team who can commit to managing the project, and deliver the exhibition to a defined deadline.
- The proposed project develops the museum's capacity into the future.
- Adequate time is allocated for each project stage, considering the scope of the project. Recommended timeframes are at least 6 months to develop a small display, and at a minimum 1-2 years for a major exhibition.
- The project can be completed by 30 November 2020.
- The assistance requested is achievable in the amount of time available from the Roving Curator Program.
- The Roving Curator Program does not provide funds for exhibition materials, so the group will need to have a plan to source some funds for the production costs of the exhibition.

## How do we apply?

Applicants submit a completed application form, which is accessible at [http://www.mavic.asn.au/exhibition\\_services](http://www.mavic.asn.au/exhibition_services)

The closing date for the 2017 round of the Roving Curator Program is

**5 pm, 18 October 2016**

It is strongly recommended that you **contact the Manager, Exhibition Services, before applying** to discuss your proposed project: Kitty Owens, 03 8341 7342/Regional Freecall 1800 680 082, or [kowens@mavic.asn.au](mailto:kowens@mavic.asn.au)

- All applications must use the application form and be typed. Handwritten applications will not be accepted.
- **Email** the application as a **word document** to [kowens@mavic.asn.au](mailto:kowens@mavic.asn.au)  
In the subject heading write *Name of your organisation – RC App. 2017*.  
Attach 1-5 images relating to the proposed project, and well as support documents where relevant.
- Changes and revisions to applications will not be accepted after submission.
- Faxed applications will not be accepted.
- Applicants should keep a copy of the application for their records.
- Applicants will receive a receipt of submission via email within 21 days.

## **How will applications be assessed?**

We receive more applications than we can support. The success of each application ultimately rests on the merits of the proposal against the assessment criteria, and against all other applications in the round. The Exhibition Services Sub-Committee assesses the applications.

## **When will we find out the result of the application?**

All applicants will be notified by email as to the outcome of their application by **30 November 2016**.