



## **Roving Curator Program 2018**

### **Application Guidelines**

Opening Date: Wednesday 16 August 2017

Closing Date: **Wednesday 18 October 2017, 5pm.**

Applications will not be accepted after this date.

Applicants will be notified as to the outcome of their application in writing by 30 November 2017.

#### **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.

## **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 Museums Australia (Victoria) 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 Museums Australia (Victoria) 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 provides follow-up support equivalent to another three days. Museums that apply for this program make a request for mentoring rather than 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 weekly opening hours, and has been operating for at least two years.
- 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.
- Applications from organisations affiliated with, or funded through State, Local or Federal Government, may be considered for funding, provided that the project demonstrates community engagement and lasting

community benefit. Examples of types of government funded organisations that may be eligible include council funded galleries and libraries.

- 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. See above for eligibility of organisations with professional staff. 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 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 community engagement, 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 also access our Consultants Register to locate contract Curators.

### **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 museum 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 **one to three** tasks from the list below.**

- 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 planning a touring exhibition.
- 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 workers' 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 for successful applicants. 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. Discounts apply for members of Museums Australia (Victoria). To see member benefits and joining fee, go to: <https://www.museumsaustralia.org.au/join-ma-0>

Roving Curator Program participation fees, inclusive of GST, are:

- Volunteer org (member): \$60
- 1 + Effective Full Time paid staff (member): \$120
- Volunteer org (non-member): \$100
- 1 + Effective Full Time paid staff (non-member): \$180

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 the 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 audience, 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 2021
- 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 submission of applications is

**5 pm, 18 October 2017**

It is strongly recommended that you discuss your project idea with the Manager, Exhibition Services, prior to applying:

Kitty Owens, 03 8341 7342  
Regional Freecall 1800 680 082  
[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-RCP18app*.  
Include one to five images relating to the proposed project, and support documents where relevant. These should be pasted into the Word document rather than provided as separate attachments.

- 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 2017**.