

Museum of Oxford & Town Hall Exhibition Policy

1.0 Introduction:

The Gallery & Gallery Corridor are spaces within Oxford Town Hall, managed by the Heritage team at Oxford City Council's Museum of Oxford.

Exhibitions are supported by the Museum of Oxford's mission statement:

Our vision is to be the welcoming (accessible, friendly, for all ages, diverse) and enlightening (informative, educational) introduction to the cultural heritage of the city of Oxford for both its residents and its visitors.

We aspire to be the place where, through our exhibitions and activities, the people of Oxford can take pride in and celebrate their place in the world... in its past, present and future.

We will achieve this by:

- Using contemporary and engaging techniques to bring to life the key stories about the city (the story of Oxford) and illustrating them with the effective use of iconic objects.
- Engaging widely and inspiring the city's communities and providing flexible spaces for community generated exhibitions.
- Enhancing the heritage experience by extending into public areas of the Town Hall, such as the courtroom and cells.

2.0 Objectives:

- We aim to offer a varied programme of exhibitions accessible to visitors of all ages and backgrounds.
- We will make the community Gallery spaces available to community groups and individuals to exhibit their projects in a major city centre venue.
- The exhibition spaces will be welcoming and inclusive, and represent the local community and its heritage and culture.
- We will plan and deliver a diverse programme of exhibitions with our target audiences of local residents making repeat visits and tourists visiting Oxford's cultural venues in mind.
- We will plan a programme that is flexible and responsive and takes account of citywide and national initiatives and festivals.
- We will include elements of interactivity, activities for families and children, and accompanying programmes of events wherever possible, throughout the programme.
- We hope to use the community exhibition programme to build relationships with local communities and form partnerships with other museums and organisations.

3.0 The Programme:

The programme will consist of exhibitions that are:

- Self-generated in partnership with other local, regional and national organisations using collections or objects, photographs and documents relevant to Oxford's culture and heritage.
- Created by community groups and individuals artists from Oxfordshire
- Feature subjects with a strong Oxfordshire connection.

The programme will feature:

- Between 4 and 6 exhibitions per annum, each lasting a minimum of 4 weeks.
- An integral lifelong learning programme including family activities, educational sessions for schools, lectures and in-gallery family learning packs where appropriate
- Associated retail to enhance the visitor experience

The programme is designed to:

- Attract local residents to make new and repeat visits
- Attract tourists & day visitors
- Raise the profile of Oxford Town Hall
- Encourage lifelong learning through the interpretation methods and associated events

4.0 Selection Criteria:

We will consider the strengths, weaknesses and opportunities of individual proposals, taking into account some of the following criteria:

- Meets the objectives of the Museum of Oxford & Town Hall's exhibition policy
- Fits with Museum of Oxford & Town Hall values and strategic aims and objectives
- Attractiveness and appeal of the subject and content
- Likely interest to press and media
- Potential for attracting and developing new audiences
- Timing and location
- Likely costs and risks
- Staff resource needed (in-house and/or external)
- Support for core learning programme and opportunities for new events and initiatives
- Sources of funding
- Safe risk assessment

5.0 Process:

- Proposals should be submitted in writing using the exhibitor proposal form available from the Museum of Oxford or on-line at www.oxford.gov.uk/museumofoxford.
- Proposals should include at least three images of the work being submitted for consideration.
- There is no closing date for proposals. We welcome applications throughout the year.

- Initial assessment of suitability of proposals will be at management team meetings held monthly. These forums will:
 - a) Recommend that the proposal is taken no further
 - b) Request further information or development of the proposal, or
 - c) Recommend the proposal provisionally booked in the exhibition programme, subject to deposit paid.
- Prospective exhibitors will be contacted by email or telephone by a member of exhibitions team when a decision has been reached.
- If the proposal is successful, the exhibitor will be asked to meet with a member of the exhibitions team for further discussion of the display and timetable for the exhibition.

5.1 What we provide:

- Hanging equipment compatible with the exhibition system used in the Gallery & Gallery Corridor and the restrictions of listed building status.
- Technical advice in advance of the exhibition dates.
- Graphics support in the form of an introductory panel and recommendations on labelling work.
- Marketing support through our publications, including web and press promotion.
- Health and Safety check with a risk assessment where required.

5.2 What the exhibitor will provide:

- Text and image for an exhibitor profile panel.
- Labels or an exhibition guide that complies with the recommendations set-out by the exhibitions team.
- Be responsible for any copyright permission required for visual and written material.
- Be responsible for transportation of work to and from the venue at times agreed with the exhibition team contact.
- Be responsible for set-up and take-down of work on the agreed dates at the beginning and end of the exhibition period.
- Be responsible for insuring and work against loss or damage whilst exhibiting and sign an insurance waiver agreeing to this.
- Invigilation for the exhibition should the exhibitor deem this necessary.

6.0 Available exhibition spaces:

The Gallery is a self-contained space of 12.3m x 7.35m (90 sqm), suitable for hanging work using the j-rail & rod system and for free-standing 3-D work.

The Gallery Corridor has an approximate total of 24 sqm of hanging space using the j-rail and rod system for 2-D work only. The hanging rods for the Gallery Corridor are 1m lengths.