



BOX GALLERY, MANNING

EXPRESSIONS OF INTEREST

December 2025–March 2026 Information Pack

PLAY, Andrew Milne



City of
South Perth



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Box Gallery, Manning

December 2025- March 2026

In early 2017 the City of South Perth opened ten permanent public exhibition boxes at the Manning Community Centre, on the southern external wall of the Community Hall. The aim of the Box Gallery is to provide a public display space to showcase the creative work of Western Australian artists, local community groups or collaborations between the two.

SEEKING

The City of South Perth is seeking expressions of interest from individual artists, artist groups, curators and community groups who have a vision for the creation and presentation of a high quality and visually engaging display of works of art in the Box Gallery for the next exhibition period, 1 December 2025 – 27 March 2026.

There is no set theme or curatorial response required from exhibitors. However, applicants could consider opportunities for their works to prompt the following:

1. Exploration or surprise;
2. Interactivity and engagement with people on- site, and off-site using digital media;
3. Memory and people re-discovering where they live;
4. Site- specificity and country in context.

We encourage artists to apply who reside or work in the City of South Perth and to emerging artists seeking to develop their professionalism and skills.

BOX GALLERY

Applicants are encouraged to visit and view the Box Gallery before preparing their submissions.

Exhibition proposals should creatively respond to the scale, dimensions, and orientation of each of the ten boxes, considering that displayed items:

1. can exploit the solar powered LED lights that backlight each of the boxes to create a unique experience after dark, as well as during the day;
2. can exploit three-dimensional space, using the depth of the boxes;
3. must be able to be installed and removed without compromising the integrity of the box, its seals or its fittings;
4. should not be valuable or irreplaceable items as the boxes are on public display 24/7 and are secured only with an allen key;
5. must be durable and suitable for sustained (4 months) exposure to UV light and high temperatures as the boxes are directly exposed to the northern sun and get hot during daylight hours; and,
6. must be suitable for viewing by all members of the City's community and must not include artwork that may be considered offensive.

BUDGET

A total of \$3,500 ex GST will be offered to the successful exhibitor selected for the exhibition. The \$3,500 budget should cover all costs related to the development, creation and installation of the work, including but not limited to artist fees, production fees, materials and public liability insurance. Artists are required to deliver, install/uninstall and remove their work; costs related to travel, accommodation and travel insurance will not be covered by the City.

Commissioned artists will be paid as per the following:

- 50% of the fee upon signing of an agreement; and
- 30% upon installation of the exhibition; and
- 20% upon removal of the exhibition, leaving the Box Gallery in as-found condition.

Please note that payment by the City of South Perth may take up to 30 days once the invoice is received. Exhibitors should take this into account when coordinating artists and the purchasing of materials.

SELECTION CRITERIA

A selection panel will review the EOI submissions and make selections on the basis of the following criteria (indicative questions are outlined in the table below):

Criteria	Indicative Questions	Weighting and Relevant Submission Documents
Response to the Brief	Does the EOI: - creatively relate/respond to the proposed site, and the size and format of the boxes? - creatively engage with audiences and community at the proposed site?	30% (Artwork Proposal)
Value for Money	Does the EOI demonstrate that the proposal: - will make the most of the proposed budget? - is achievable within the proposed budget?	10% (Artwork Proposal)
Visual Quality	Does the EOI: - propose a unique, innovative and engaging approach? - demonstrate a good fit with the applicant's interests and practices?	30% (Exhibition Proposal)
Demonstration of Capacity	Does the EOI demonstrate that the artist: - has previously created works of a consistently high standard? - can successfully manage and deliver a project of the nature and scale being proposed?	30% (CV and Supporting Images)

The City reserves the right to accept or refuse applications, all decisions are final and no further correspondence will be entered into. Canvassing of elected members is not permitted.

WHAT TO SUBMIT

At the initial stage, artists should prepare and submit the following documentation to publicart@southperth.wa.gov.au:

1. A brief description of the proposed exhibition of **no more than two** A4 pages, inclusive of sketch/images of the concept, briefly addressing the selection criteria;
2. Up to four images of relevant past work of **no more than two** A4 pages for each applicant involved in the project, with an image list providing details;
3. A CV of **no more than two** A4 pages for each applicant involved in the project.
4. **Contact details** that include your name, business name and ABN if applicable, phone number, address and email address.

NEXT STEPS

Following the selection of a successful submission by the panel, exhibitors will be invited to develop details of their proposal, prior to finalising a commission agreement to implement the artwork.

In addition to resolving and providing detailed documentation of the proposal, successful artists will be asked to submit the following:

1. Up to 200 words describing the exhibition for promotional use;
2. Minimum of two high resolution photographs for promotional use;

ADDITIONAL CONSIDERATIONS

Installation Process

City of South Perth staff will brief the exhibitor on how to open/close the boxes at the commencement of installation. The installation process is to be coordinated in conjunction with City staff and carried out by the awarded exhibitor. The exhibitor is to ensure each box is securely closed to maintain waterproof seals.

Please note that the boxes do not contain hooks or other internal fixtures, and so applicants must consider solutions for mounting work for display within the boxes in a manner that can be implemented without permanent impacts on the boxes. There is set of opaque acrylic peg board inserts that can be made available for artists to attach items to.

Occupational Safety and Health

All contractors who provide services to the City of South Perth are required to register themselves/their business on the City's OSH portal and all personnel involved in the installation of the work on site must complete a mandatory online induction prior to installation.

It is the lead exhibitor's duty to maintain a safe working environment and immediately report to the City any issues that may arise on site. They must supervise any assistants or tradespeople they have engaged. When hiring equipment, they must ensure all appropriate OSH standards are met.

Insurance

As a part of the OSH induction process, applicants will be required to upload a certificate of currency as proof of their products and public liability insurance to the value of \$20 million. This policy must cover any personnel assisting with the project, or assisting personnel must have their own cover.

The City will insure the Artist's artwork against loss or damage to the value agreed upon on the signing of the agreement.

Intellectual Property

The City of South Perth reserves the right to document, reproduce or otherwise use any artwork submitted for the Box Gallery for promotional purposes associated with the Manning Community Centre and the City of South Perth without charge.

The City will acknowledge the exhibitor as the author of the artwork/exhibition and recognise the moral rights of the exhibitor in accordance with the Copyright Amendment (Moral Rights) Act 2000.

Where applicable, the exhibitor agrees that the copyright of all artworks created for the purposes of the agreement remain the property of the artist. The exhibitor shall give the City a non-exclusive licence to reproduce the images for related non-commercial purposes including publicity and promotion of the exhibition/project, education and record keeping.

The exhibitor warrants that the exhibition/artworks and any intellectual property supplied or used in connection with the exhibition is either the sole property of the exhibitor/artist or they are legally entitled to use the intellectual property for the provision of the exhibition/artwork.

City Marketing and Promotion

The City of South Perth will provide marketing and promotion of the exhibition and typically can include some or all of the following:

- On-site signage
- Social media (eg. the City's Facebook, Instagram, Twitter)
- my South Perth Magazine
- mySnapshot eNewsletter
- City of South Perth Website
- Media Release
- Artist Interview and on-site photo shoot

TIMELINE

EOI Submissions Open 9am, Tuesday 30 September 2025
EOI Submissions Close 4pm, Monday 20 October 2025
Successful artist/team notified By Friday 24 October 2025
Artwork production Friday 24 October– Friday 21 November 2025
Exhibition Installation Dates Monday 24 November- Friday 28 November 2025
Exhibition Display Monday 1 December 2025 -27 March 2026 Exhibition De-installation Dates Monday 30 March 2026 – Thurs 2 April 2026
Future Exhibitions April 2026 – July 2026. Call for Expressions of Interest for this exhibition will be announced in January 2026

CONTACT

We encourage you to contact us to discuss your ideas! We may be able to assist and can offer advice on the planning of your exhibition.

Queries to Cultural Development Team

Phone: (08) 9474 0777

Email: publicart@southperth.wa.gov.au

EOI Submissions

Submit via Email in one document under 10 Mb

publicart@southperth.wa.gov.au

BOX GALLERY EXHIBITION SITE DETAILS

Manning Community Centre. 2 Conochie Crescent, Manning

Box 1 – 10 (From left to right)



Exhibition Box Dimensions

Box 1	Box 2	Box 3	Box 4	Box 5
L- 1350mm	L-700mm	L- 700mm	L- 700mm	L- 700mm
W- 350mm	W- 200mm	W-275mm	W-275mm	W- 550mm
D- 55mm	D- 55mm	D- 55mm	D- 55mm	D- 55mm
Box 6	Box 7	Box 8	Box 9	Box 10
L- 700mm	L- 700mm	L- 700mm	L- 700mm	L- 350mm
W- 550mm	W-275mm	W- 550mm	W- 200mm	W- 1750mm
D- 55mm	D- 55mm	D- 55mm	D- 55mm	D- 55mm

Dimensions given are the internal dimensions of boxes and may not be completely exact or square due to internal welds. The solid casing that frames each of the clear acrylic covers acts as a border and reduces the size of the “window” by approximately 10mm all around from the internal dimensions given.