



BOX GALLERY, MANNING

EXPRESSIONS OF INTEREST

December 2026 – March 2027
Information Pack



City of
South Perth

Threading Light, Anne Gee

EXPRESSIONS OF INTEREST

Box Gallery, Manning

December 2026 - March 2027

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 an illuminated public display space to showcase the creative work of Western Australian artists, local community groups or collaborations between the two.

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 illuminated Box Gallery for the next exhibition period, 7 December 2026 – 19 March 2027.

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

- exploration or surprise
- interactivity and engagement with people on-site, and off-site using digital media
- memory and people re-discovering where they live
- site-specificity and country in context.

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

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:

- can exploit the backlit white opaque illuminated panels in each of the boxes to create a unique experience after dark, as well as during the day
- must be able to be installed and removed without compromising the integrity of the box, its seals or its fittings
- should not be valuable or irreplaceable items as the boxes are on public display 24/7 and are secured only with simple locks
- 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
- 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
- 30% upon installation of the exhibition
- 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 artwork title, 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:

- Up to 200 words describing the exhibition for promotional use.
- Minimum of two high resolution photographs for promotional use.
- A written preferred Artwork Label Didactic.

Additional considerations

ARTWORK MATERIAL

The illuminated boxes are suitable for lightweight material such as papers, light cardstock, transparencies, textiles etc.

ARTWORK MOUNTING – EDGE CLIPS ONLY

The lightboxes contain edge clips that secure the artwork to the light panel inside the box. The artist may wish to include a border (unseen) to clip the artwork in place.

Strictly no use of adhesives, glues or tapes is allowed.

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 following:

- On-site exhibition label
- Social media
- mySouthPerth magazine
- mySnapshot eNewsletter
- City of South Perth website

Exhibition site details

Manning Community Centre. 2 Conochie Crescent, Manning



Figure 1: Exhibition boxes left to right 1-10



Figure 2: Internal view of the clips to secure the Artwork

EXHIBITION BOX DIMENSIONS

Box Number	Quantity	Poster Size (to clip) (mm)		Visible Poster Size (to view) (mm)	
1	1	L-1340	W-340	L-1315	W-315
2,9	2	L-690	W-190	L-665	W-165
3,4,7	3	L-690	W-265	L-665	W-240
5,6,8	3	L-690	W-540	L-665	W-515
10	1	L-340	W-1740	L-315	W-1715

Timeline

EOI Submissions open	Monday 7 September 2026
EOI Submissions close	4pm, Friday 9 October 2026
Successful artist/team notified	By Friday 16 October 2026
Artwork production	Friday 16 October – Friday 27 November 2026
Exhibition installation dates	Monday 30 November – Friday 4 December 2026
Exhibition display	Monday 7 December 2026 – Friday 19 March 2027
Exhibition de-installation dates	Monday 22 March 2027 – Friday 26 March 2027

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

9474 0777

publicart@southperth.wa.gov.au

EOI Submissions

Submit via email in one single document under 10 Mb

publicart@southperth.wa.gov.au