

Creative Spaces Assembly Point 12 Month EOI Application Form 2024-25

Form Preview

Assembly Point Guild EOI Application Form

* indicates a required field

Application information and terms of use

This application form is to apply to curate and exhibit for 12 months at [Assembly Point](#), a public realm exhibition space consisting of five glass vitrines. Assembly Point is located at 152 Sturt St, Southbank.

Creative Spaces accepts applications from individuals or groups and supports expressions of interest from creative organisations, institutions, businesses and individuals working in partnership who may wish to share the space.

This is an in-kind offering of a public realm space, provided at no cost to the licensee for the duration of the licence term.

When completing this application form, please describe the work proposed clearly and with as much detail as possible.

Licence dates including bump in and bump out: Monday 17 November 2024 to Sunday 16 November 2025

Please review the [Creative Spaces Assembly Point 12 month EOI Guidelines 2024-25](#) before submitting your application.

If you have any queries about the space or application conditions, please call Creative Spaces on (03) 9658 9893 or email us at creativespaces@melbourne.vic.gov.au.

Accessibility for applicants with disability

Applicants with disability are encouraged to contact Creative Spaces team on (03) 9658 9893 or creativespaces@melbourne.vic.gov.au to discuss any specific needs or additional support required to complete and submit an application.

If you are deaf, hearing-impaired, or speech-impaired contact us via the National Relay Service on 133 677 (ask for 03 9658 9658).

I confirm that I will be ready to exhibit from Monday 17 November 2024 to Sunday 16 November 2025, inclusive of bump in and bump out dates. *

Yes

Application form

* indicates a required field

Applicant details

If applying as a group, please nominate one representative as a primary applicant and person of contact.

Applicant name *

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Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Postal address

Address

Phone number *

Must be an Australian phone number.

Email *

Must be an email address.

Please select one: *

- I am an unfunded independent artist
- I am a funded independent artist
- I am a not for profit organisation
- I am a commercial organisation
- I am a student

If you are applying as a group, please list all exhibiting artist names

Word count:

Must be no more than 100 words.

Your curatorial proposal

What artform is your proposed exhibition/programme? Please select all that apply. *

- Photography
- Textiles
- Graphic design
- Visual arts
- Multimedia
- Drawing/illustration
- Painting
- Printmaking
- Sculpture
- Ceramics
- Fashion design
- Digital/media
- Found object assemblage
- Jewellery
- Architecture

Other

What is your curatorial proposal title? *

Please summarise your project and outline your curatorial proposal *

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Word count:

Must be no more than 500 words.

Please describe your proposed installation method: *

Word count:

Must be no more than 500 words.

Describe how you will present your work in the space (hanging, suspended, mounted, etc). We encourage you to research installation methods that may be suitable for your proposed work.

Will you be using Aboriginal or Torres Strait Islander stories or cultural material that is not your own?

- Yes
- No

Please provide evidence of community consultation and cultural permissions.

Supporting material

Please provide material to support your application. We require at least three images (this can be of previous work or the actual work you are proposing for the space) and accept other supporting material including portfolios, CVs, reviews, websites and social media.

As part of the application process, we require you to submit an indicative vitrine plan of your proposed exhibition. This can be rough drawings, sketches or a digital impression of your proposed work.

Please ensure your indicative vitrine plan is detailed to allow the assessment panel to visualise your proposal. We recommend printing the vitrine plan to draw over it or saving it and overlaying images within the vitrine outlines.

[Download the vitrine plan here.](#)

[View images of the space here.](#)

Upload your completed vitrine plan *

Attach a file:

Upload your 12 month timeline / schedule *

Attach a file:

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Outline your 12 month plan in detail.

Upload an image of current or proposed work *

Attach a file:

Can be actual or indicative.

Upload an image of current or proposed work *

Attach a file:

Can be actual or indicative.

Upload an image of current or proposed work *

Attach a file:

Can be actual or indicative.

Upload peer/industry support letter/s *

Attach a file:

Up to three letters, consolidated into the one attachment

Upload supporting material (optional)

Attach a file:

Additional images, portfolios, CVs, reviews, etc.

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Attach a file:

Additional images, portfolios, CVs, reviews, etc.

Upload supporting material (optional)

Attach a file:

Additional images, portfolios, CVs, reviews, etc.

Website links (optional)

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Audio-visual content weblinks (optional)

Please provide the weblinks here for your audio-visual content hosted on an external platform such as Vimeo or Soundcloud. If the material requires a password for access, please include the passwords in the support material description below.

Social media handles (optional)

Please specify platform (eg Instagram, Facebook, Youtube)

Your support material description (optional)

*If your material is password protected, be sure to include passwords here

Demographic Data - Council Requirement

What age group do you fit in? *

- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65+

How do you identify? *

- Female
- Male
- Non-binary
- Prefer not to say

Please indicate if you or anyone in your group identifies with one or more of the following communities:

- Aboriginal and/or Torres Strait Islander
- Culturally and linguistically diverse
- Living with a disability
- From regional or remote communities
- LGBTQI+

How did you hear about this opportunity? *

- Creative Spaces mailing list (email)
- Creative Spaces Facebook
- City of Melbourne website
- Creative Spaces website
- Advertisement on Facebook
- Social Media (other than Creative Spaces or City of Melbourne)
- Creative Spaces Instagram
- Creative Spaces Twitter
- Artshub
- Advertisement on Instagram
- Creative Spaces LinkedIn
- Other:

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Would you like your email address to be kept on our mailing list to be notified of future opportunities in this space? *

- Yes
- No

Submit your application

I understand the dimensions of the vitrines and my proposed work/installation will fit in the space. *

- Yes

I understand that I need to notify Creative Spaces of any material forming part of the project that is or may be controversial, prior to making the work public *

- Yes

I confirm that the above is my own work, or I have permission from all participants to include their work in this proposal. *

- Yes

I confirm that I have read and understood the Creative Spaces Assembly Point 12 month EOI Guidelines in its entirety and accept the terms and conditions *

- Yes