

Displays in Queen's Building, West Wing Foyer Guidance for expressions of interest



Purpose

The West Wing foyer in the Queen's Building provides a display space for promoting the University's arts collections (Bill Douglas Cinema Museum, Special Collections, Arts and Culture), new arts commissions, and the work of the College of Humanities.

There are few spaces for presentation of creative work on campus, and this space in the Queen's Building has many positive aspects -

- It is frequented by many people, being near Camper Coffee.
- The layout of the space allows for visitors to stop and take time to look at what is on display.
- Its proximity to the café means that it is ideal for private views and hosting related events.

As a main thoroughfare in and out of the Queen's Building, it is important that the visual presentation of creative practice reflects the high value that we place on the arts.

A diverse programme could include -

- Collaborations between artists, academics and students, showcasing interdisciplinary working across the University.
- Regular 'slots' to display items from the collections – Fine art, Bill Douglas Cinema Museum, Special Collections.
- Digital displays – moving image presentations linked to Drama, Film Studies and the Bill Douglas Cinema Museum.
- Photographic displays – project documentation that tells the story of the creative process.

Displays may not necessarily feature original works of art but the aim will be for the following -

- Visually exciting – show, don't tell
- High quality – engaging in both narrative and presentation
- Informative with clear connections to the University and its work

Physical Limitations

It is important to note that this will not be a gallery-standard exhibition space and there are a number of limitations to consider -

- It is a fire escape, so pathways must remain clear and there are few opportunities for 3D works.
- The wheel-chair lift must be kept free from any obstacles.

- Statutory and wayfinding signage, as well as radiators and pipes, don't allow for presentation of artworks with no other distractions. New temporary walls have minimised but cannot fully alleviate the 'busyness' of the space.
- Catering is often set up outside the Margaret Rooms, so food and drink will be present and serving spaces must be factored in.
- Light, temperature and humidity levels cannot be controlled, either discounting or limiting the display of fragile works (such as prints on paper).
- Security will be limited – the space is not invigilated and we will be reliant on existing safety measures used to present other artworks across the campus.

Spaces

There are two available spaces –

West Wing Foyer, three wall panels

This is the largest foyer space, at the top of a short flight of stairs, with doors leading to the Common Room and Camper Coffee.

- Long wall: 6.68m broad x 1.57m high (263 x 62 inches)
- Medium wall: 4.03m broad x 1.55m high (158.5 x 61 inches)
- Short wall: 2.33m broad x 2.53m high (floor to ceiling) or 92 x 99.5 inches.

Common Room foyer, two spaces

This is the smaller space that leads from the main foyer to the Common Room. One wall is glass, facing out to the Chapel carpark. There is a permanent collection sculpture, *Five Days in May*, located at the bottom of the staircase.

- The small panel, between toilet doors, is 1.70m broad x 1.44m high (67 x 56.5 inches).
- The larger panels are floor to ceiling (2.53m/99.5in), breadth 1.61m/63.5 inches (not including the pillar, which is a further 0.50m/19.5 inches) and 1.47m/58 inches, at 90° to each other.
- In both cases this is discounting the edging, which adds 2.5cm per side.

It is also possible to request the use of both spaces for a single display.

Currently, we are planning one display per term in the West Wing Foyer, with the opportunity for briefer displays in the Common Room foyer.

All wall panels are constructed with a 18mm plywood backboard and finish with a 12mm plasterboard then painted with white emulsion. They are strong enough to hang pictures. Works/display boards may be pinned or screwed into the wall panels, or attached with Velcro.

The construction of the panels will allow for screws and pins longer than 12mm but no more the 32mm to be used to fix any heavy items and velcro for any lighter items. Any original artworks must be mirror-plated to the wall panels.

All hidden cables are in metal conduit so have a degree of protection and the conduit runs straight up from the sockets below. These are 70mm below the finish surface.

Schedule 2021 - 22

Autumn, Term 1	13 September – 10 December (inc Freshers)
Spring, Term 2	10 January – 1 April 2022
Summer, Term 3	2 May – 17 June 2022

The new display must be ready for start of term, and de-installed two weeks before the next show is installed. This means displays can run beyond the end of term.

This structure is new and untested. We aim to be scheduling displays up to 12 months in advance. The number of displays per year may vary depending on levels of interest to create displays, and the nature of the displays (for example, some may be time-sensitive and/or require a shorter run). We will update our guidance when there are any changes to the approach.

Selection Process

2021-22 is going to be the learning year for how to work with this space, so we are proposing the following approach but this may be adapted as we go -

Spring, Term 2 10 January – 1 April 2022

- 15 October 2021 – deadline for expressions of interest to be submitted to the displays group (open to University of Exeter staff and/or students).
- 31 October 2021 – selection of display confirmed with organisers.
- Installation date tbc – either before or after Christmas.
- Deinstallation date – by 15 April 2022.

Summer, Term 3 2 May – 17 June 2022

- 15 February 2022 – deadline for expressions of interest to be submitted to the displays group (open to University of Exeter staff and/or students).
- 1 March 2022 – selection of display confirmed with organisers.
- Installation date – after 15 April, before 2 May
- Deinstallation date – tbc (there may be some flexibility, depending on a summer programme).

We will be using the following criteria to make our selections

- Originated by University of Exeter staff and/or students
- Visually exciting – show, don't tell
- High quality – engaging in both narrative and presentation
- Informative with clear connections to the University and its work
- Compatible with the restrictions on the space (doesn't require light or humidity control, or invigilation, doesn't disrupt wheelchair access or fire exits, doesn't present safety risks, etc).
- Suitable for the space – meets our commitment to EDI (for example, interpretation is accessible and no text smaller than 12pt in sans serif)

Budget

The cost of the display will be determined by the content and must be met by the originator of the display. A small and simple display can be achieved with a budget up to £1,000 for printing, design and installation costs. Something more ambitious could cost closer to £5,000.

In drafting your budget, consider the following costs:

- Framing/printing of artworks (is the work ready to present?)
- Transportation (is any work being transported to campus?)
- Printing (labels, introductory text panel, any additional marketing materials)
- Interpretation (who will write the text panel and labels?)
- Insurance (check with UoE insurance office, insurance@exeter.ac.uk)
- Installation/deinstallation (will the work need specialist help to install? Will there be an additional cost to 'make good' and prepare for the next display?)
- Hospitality (will there be any events or hospitality linked to the display?)

For simple installations (white walls, images fixed to wall with mirror plates or equivalents, labels attached with Velcro or equivalent), the cost of 'making good' after a display does NOT have to be included in your budget and will be absorbed by the College of Humanities Infrastructure team. For complex installations that are more costly to reset, the additional costs above and beyond the basic 'making good' will need to be met by the display originator.

Team / Support

The Queen's Building Displays Group oversees the selection and programming of this space. This group includes:

Catherine Bell, College of Humanities Buildings Administrator
Sarah Campbell, Associate Director for Arts and Culture
Naome Glanville, Arts and Culture Co-ordinator
Izzy Harrison, VP Opportunities, Student Guild
Gemma Poulton, Digital Humanities Technical Manager
Tom Trevor, Associate Professor of Contemporary Art and Curation
Phil Wickham, Curator, The Bill Douglas Cinema Museum

Display originators will be responsible for the project management of the creation, promotion, installation and deinstallation of the work, and any additional costs related to 'making good' in preparation for the next display. The following support is also available:

- The Estates team must oversee/lead the installation and deinstallation – Catherine Bell will be your contact point for arranging this.
- The Arts and Culture team can offer guidance on budgeting, suppliers, interpretation, and presentation of the work – Naome Glanville will be your contact point for this.
- The Arts and Culture team can promote your display through their website, social media and e-newsletter – Sarah Campbell will be your contact point for arranging this.

Expression of Interest

Please submit the following information for consideration for a display in the West Wing Foyer of the Queen's Building –

- Lead contact – who is responsible for the display?
- Summary – title, description of the display, its purpose and target audience (200w)
- Content – what would you like to display? (number and scale of works, format, layout) (400w)
- Criteria – how does your proposal meet the selection criteria outlined above? (200w)
- Interpretation – what support material (labels, text panels, audio) will you include? (200w)
- Budget
- Proposed dates – installation and deinstallation and any related activities.

Expressions of interest should be submitted by email to artsandculture@exeter.ac.uk .