



# Community Art Spaces Information and Guidelines

The City of Port Phillip encourages and supports innovation in arts practice, celebration of heritage and creative skills development. The Community Art Spaces program provides local creatives and community members with a platform for sharing their work with new audiences, and an opportunity to develop skills in exhibitions and display.

The program presents an annual curated Community Art Spaces program at the following locations: Port Melbourne Town Hall, St Kilda Library, and Emerald Hill Library and Port Phillip Heritage Centre.

We invite individuals and groups to submit an expression of interest to exhibit in 2026. Applications are accepted from individuals or groups who live, work or have a strong connection with the City of Port Phillip.

There is no fee to apply or exhibit in this program.

## How to Apply

- Please contact the Art Activation Officer or Local History and Heritage Team Leader to discuss your proposal before completing and submitting the application form.
- Artists are required to submit an online application or contact us for accessibility support.

**Please submit your application online at:**

<https://cityofportphillip4.snapforms.com.au/form/community-art-spaces-eoi>

|                                       |               |
|---------------------------------------|---------------|
| <b>Applications open</b>              | October 2025  |
| <b>Applications close</b>             | November 2025 |
| <b>Applicants Notified of Outcome</b> | November 2025 |

**If you require accessibility support for your application, please contact us.**

**For all enquiries, please contact:**

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Kate Foster  
St Kilda Library Branch Team Leader  
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## Application Process

- Please note that applications are limited to once per year.
- Applications are evaluated according to how they address the selection criteria and the availability of preferred exhibition dates.
- Please be aware that there are a limited number of exhibition timeslots available, and we may need to offer an alternate space or timeframe for your proposal to be considered.
- All applicants will be notified in writing of the outcome of their application. Successful applicants will be required to enter into a formal agreement with the City of Port Phillip before commencement of their exhibition.

## Selection Criteria

Applications will be evaluated in accordance with the following selection criteria:

1. Applicants must live or work in the City of Port Phillip or demonstrate an identifiable connection to the area or issues specific to the Port Phillip community.
2. Presentation of a well-considered exhibition proposal that is focused on theme, objectives and use of media in relation to a preferred display Space.
3. Demonstration of creativity and a strong artistic and/or cultural intention and practice.
4. Demonstration of the exhibition's appeal to City of Port Phillip audiences.

Other requirements:

- Priority is given to artists and groups who have not previously or recently exhibited in any of Council's spaces.
- Artworks or items displayed must be professionally presented or framed and considered appropriate for a community environment.

# Community Art Spaces - Details

Each Community Art Space is different in size and suitability for both themes and mediums. Applicants should view their preferred Space/s in person if possible before submitting their application.

## 1. Port Melbourne Town Hall - Ground Floor

This Space is wall space located inside the entrance corridor on the ground floor of Port Melbourne Town Hall.

The Space has 8 sections including the columns with varied dimensions (see below). This Space is best suited to 2D work, by an individual artist or a group.

**Note:** Artworks must be displayed using a hanging rail and wire system. City of Port Phillip will provide the wires for display. All artworks for exhibition must not exceed 20 kilograms.

**Mediums best suited:** 2D artworks such as painting, photography, printmaking, drawing, illustration, fibre art, etc.

There is no capacity to present digital media in this space.

**Themes:** There is no specific theme required for this space.

**Dimensions:** There are 8 sections of wall space available, all with hanging rails. You may wish to use some or all the sections (ie. include/exclude the columns).

Total measurement of all wall sections is 1480cm (w) x 270cm (h).

All walls are 270cm (h) from hanging rail to floor.

|                               |                    |
|-------------------------------|--------------------|
| Wall 1                        | 160cm (w)          |
| Wall 2 (column)               | 50cm (w)           |
| Wall 3                        | 460cm (w)          |
| Wall 4 (column)               | 70cm (w)           |
| Wall 5 (column)               | 80cm (w)           |
| Wall 6                        | 420cm (w)          |
| Wall 7 (opposite lift)        | 70cm OR 130cm* (w) |
| Wall 8 (column opposite lift) | 110cm (w)          |

\*Exit sign impacts the placement/area available on this wall.

### Venue Address:

333 Bay St, Port Melbourne VIC 3207

### Venue Opening Hours:

Mon, Wed, Fri 10 am–6 pm

Tue, Thurs 10 am–8 pm

Saturday 10 am–2 pm

Sunday Closed

*Closed on Public Holidays.*

**Dates Available:**

Exhibitions offered for display term of 2-3 months.

January – February 2026

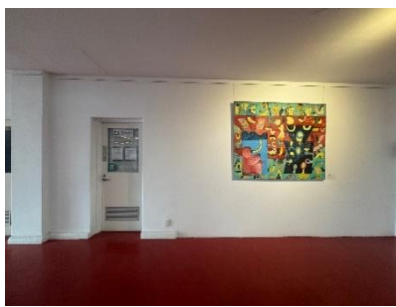
March – May 2026

June – August 2026

September – November 2026



Wall 1



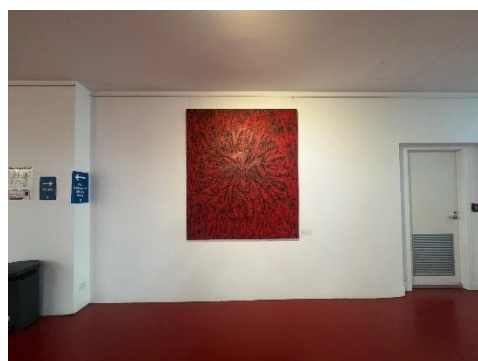
Wall 2 & 3



Wall 4



Wall 5



Wall 6



Wall 7 & 8

## 2. St Kilda Library - Display Cabinet

This Space is a display cabinet located inside the foyer of the St Kilda Library. There is one cabinet available for display, and this space is best suited to 3D and sculptural displays.

### Note:

- There is existing glass shelving in these cabinets that can be adjusted or removed entirely.
- Cabinet has a pinboard backing – only pins can be used to attach items (no staples or Blutak)

**Mediums best suited:** 3D artworks, objects or artefacts such as ceramics, glass, textiles, mixed media, metalwork, etc.

There is no capacity to present digital media in this space

**Themes:** Works relating to local community preferred, but all works will be considered

### Cabinet dimensions:

|                      |       |
|----------------------|-------|
| Height               | 214cm |
| Width (top)          | 185cm |
| Width (widest point) | 220cm |
| Width (base)         | 145cm |
| Depth                | 52cm  |

*Cabinet is 57cm from floor.*

### Shelving:

Three glass shelves on adjustable brackets:

#### 1 x long shelf

|       |       |
|-------|-------|
| Width | 180cm |
| Depth | 30cm  |

#### 2 x short shelves

|       |      |
|-------|------|
| Width | 90cm |
| Depth | 30cm |

### Address:

150 Carlisle Street, St Kilda

### Venue Opening Hours:

|                                   |          |
|-----------------------------------|----------|
| Mon-Thurs                         | 10am-8pm |
| Fri                               | 10am-6pm |
| Sat, Sun                          | 10am-5pm |
| <i>Closed on public holidays.</i> |          |

### Dates Available:

May 2026

October 2026

Exhibitions offered in this space are for a display term of one month. Please indicate in your application any preferred exhibition timeframes.



Front view of display case



Display case from foyer walkway

### 3 & 4. Emerald Hill Library and Port Phillip Heritage Centre - Display Cabinets

This one of two separate display cabinet spaces available at the Emerald Hill Library and Port Phillip Heritage Centre, located in the Heritage Precinct opposite the South Melbourne Town Hall.

These are the Emerald Hill Library walkway double-sided cabinet, and the Library Entrance and Heritage Room double-sided cabinet. Applicants are asked to indicate their preferred cabinet/s in their application.

These cabinets are available to exhibit three-dimensional works or framed pieces if presented on easels or support stands (as depicted in images).

**Mediums best suited:** 3D artworks and items such as ceramics, glass, textiles, mixed media, metalwork, etc.

2D items can be displayed on easels or support stands.

There is no capacity to present digital media in these cabinets.

**Themes:** Heritage, local history and family history themes are preferred for these display spaces.

#### 1. Emerald Hill library and Heritage Centre walkway cabinet

There is one double-sided, lockable glass cabinets built into the wall between the Emerald Hill Library Hallway and the Programming room. There is no shelving.

**Dimensions:** 1220mm high x 2015mm wide x 500mm deep.

#### 2. Library Entrance and Heritage Room double-sided cabinet

Located at the Emerald Hill Library entrance, the cabinet can also be seen from the other side in the Port Phillip Heritage Centre.

**Dimensions:** 193cm (h) x 147cm (w) x 76cm (d).

There are five shelves with shelf heights as follows:

- Shelf 5 (top shelf, not adjustable) 24cm
- Shelf 4 (not adjustable) 40cm
- Shelf 3 30cm
- Shelf 2 80cm
- Shelf 1 (bottom) 40cm

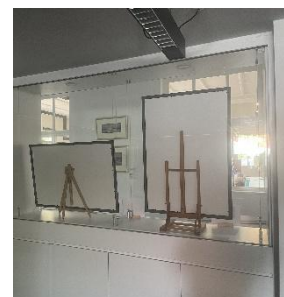
*The bottom shelf is 95cm from the floor.*

#### **Venue Address:**

195 Bank Street South Melbourne



*Emerald Hill Library walkway cabinet, view from walkway*



*Emerald Hill Library walkway cabinet, view from Program Room*



*1 Library Entrance cabinet - entrance side*



*Library Entrance cabinet - Heritage Centre facing side*

**Venue Opening Hours:**

|                       |          |
|-----------------------|----------|
| Mon, Weds, Thurs, Fri | 10am-6pm |
| Tuesday               | 10am-8pm |
| Sat                   | 10am-2pm |
| Sun                   | Closed   |

*Closed on public holidays.*

**Dates Available:**

The two spaces in this location have various availability. Please indicate in your application any preferred display timeframes.

## Terms and Conditions

**Exhibition Curation**

Council reserves curatorial rights over the program, including specifying dates that may differ from the aforementioned timeframes.

Exhibitors that require installation support must indicate the details in their application or speak to the Art Activation Officer or Local Heritage Officer to discuss.

If the artwork or items for display are not ready to exhibit at the time of application, a selected applicant must confirm any display requirements with the City of Port Phillip at least two months prior to their exhibition period.

**Insurance and Security**

The City of Port Phillip takes all care but no responsibility for the security of artworks displayed in the Community Art Spaces. The venues are fitted with a fully operational cameras and security staff maintain a presence throughout each of the buildings.

Council provides no insurance coverage for works on display or assistance with transport. It is the sole responsibility of the exhibitor to insure against damage to or loss of artwork exhibited in the Community Art Spaces.

The exhibitor is also responsible for public liability relating to their exhibition while it is being installed/deinstalled and displayed in the Community Art Spaces. An exhibitor must produce a "certificate of currency" and be insured to the value of two million dollars, to protect themselves against public liability.

**Opening Events**

- If you wish to hold an exhibition opening event please contact us to discuss.
- Additional costs associated with holding an event include security, tables, catering etc and are the responsibility of the exhibitor.
- Times and dates may be limited due to limited availability of the spaces and opening hours.

- Please note that it is not compulsory to hold an exhibition opening.

## **Responsibilities**

### **Council Responsibilities**

- City of Port Phillip will provide curatorial support and manage exhibition installation access and promotions.
- The City of Port Phillip will provide artists with a template for artwork and display labels.
- The City of Port Phillip will provide listings on its digital program calendars and list the exhibition on the City of Port Phillip website. The CoPP reserves the right to reproduce images and content submitted by the artist for all CoPP publicity. All other publicity is the responsibility of the exhibitor.
- An exhibition information panel displayed in or alongside the exhibition space (unless exhibitor provides an agreeable alternative).
- Curator/CoPP staff member on-site for one hour specifically to advise on the use of the exhibition space and presentation of artworks and items.
- Cleaning of the space.
- General security – Council has security systems in place that provide general security for the whole building, including security cameras. Please note that these exhibition spaces are not staffed.

### **Exhibitor Responsibilities**

- The exhibitor must hold Public Liability Insurance for their artwork and exhibition.
- Personnel to install and de-install the exhibition on allocated dates. Exhibitors are responsible for transporting artwork to and from the exhibition site, and installing/deinstalling the artwork on the agreed date/time. Please note that artwork cannot be stored on site prior to the installation or following deinstallation.
- Exhibitors are required to supply information, including an artist statement, artwork details and images prior to the exhibition for text panels and artwork labels, online promotions, invitations and other City of Port Phillip marketing channels.
- Advertising and promotion other than what is provided by Council (all advertising must be approved by CoPP staff before it goes to print or is published).
- Exhibitors should visit once a week to ensure that the artworks and labels are in good order and to fix where required.
- Exhibitors must return the exhibition spaces to their original condition at conclusion of exhibition (includes removal of hanging wires and return of all items to CoPP staff).
- Sale of artworks, collection of monies, liaison with the buyer and collection of the works is the exhibitor's responsibility. Council does not handle monies or take commission from sale of artworks. Sold artworks cannot be removed from the exhibition display before the end date of the exhibition.