



City of Port Phillip Summer Artist Incubator Artist Brief





City of Port Phillip

99a Carlisle Street
St Kilda VIC 3182

Phone: **ASSIST** 03 9209 6777

Email: portphillip.vic.gov.au/contact-us

Website: portphillip.vic.gov.au

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Background

City of Port Phillip is inviting submissions from creatives such as artists, writers, composers, filmmakers, and designers to apply for the Summer Artist Incubator.

The program offers free temporary studio space for a 12-week intensive in the Carlisle St Art Space (CSAS), with support from the City of Port Phillip arts team for the incubation and development of projects.

The time and space offered to artists is a dedicated intensive period for working on specific projects. It is also a platform for sharing the resident artists' work with a wider audience, with the opportunity to connect with community members, City of Port Phillip staff, and the other artist residents.

The Carlisle St Art Space (CSAS) is a versatile gallery, offering a diverse range of programming across the annual program which features exhibitions featuring the Port Phillip City Collection alongside hosting events such as the St Kilda Film Festival hub.

Purpose

This program aligns to Council's Vibrant Strategic Direction in supporting and providing opportunities for the creative sector.

The program will:

- Support the creative industries by offer a supported studio space to artists for focused project development
- Engage and stimulate dialogue and connections between community members, City of Port Phillip staff, and the resident artists.
- Include the offering of public programs involving resident artists through industry forums and events, creative workshops, and artist talks that the whole community can participate and gain from.

About the Incubator Program

The Carlisle St. Art Space will be partitioned into 3-5 temporary artist studios for a 12-week residency period. The galleries existing moveable walls will divide the space into areas with the smallest space at 2x2m and the larger spaces at 3x5m.

Artists can apply as an individual, or as a small group of 2 or 3. Each artist/artist group will be designated a space for the duration of the Incubator Program. As the spaces are within a gallery setting, the walls can be utilised for hanging work or display and some gallery equipment can be utilised (plinths, display cabinets etc). Artists will also be supported to access artworks and items in the extensive Port Phillip City Collection for research purposes. City of Port Phillip will not supply materials, artists must utilise their own materials.

The gallery will continue to be open to the public, and as such, visitors will be able to see the artists while working or works in progress when artists are not present.

The close proximity to the ASSIST desk and the multipurpose nature of the building will enable high visibility of the artist's work.

The resident artists will be expected to commit to spending a minimum of 2 days per week in the studio (during opening hours on Mon-Fri, 8:30am-5pm), with the exception of the public holiday weeks. Information about the nature of the space will be available for visitors to encourage appropriate communication with artists while they are working.

Artists are asked to facilitate a public program, such as a workshop, artist talk, or other creative offering. There may also be scope to for supported involvement in creative industry events in the gallery to compliment the program during this time.

******There is no specified theme that the residents need to respond to in the public programs, however the selected programming will endeavour to engage with diverse audiences through type of program offered, target audience, and mode of delivery.

Execution

Studio Management

The artists will be supported throughout the program by the Art Activation Officer as the main point of contact, and the broader Visual Art & Activation Team.

The resident artists will be inducted into the space in their first week of the program. This will include information on available facilities, building access and opening hours and public holidays, staff support, security, visitation, community engagement and child-safety, respectful co-working environment, and material use requirements.

Artists will be expected to return their designated space to its original state at the conclusion of the Incubator program.

Public Programs

Public programs will be determined in conjunction with the selected artists and delivered as such.

Project Timeline

- EOI Closes: Sunday 7th September 2025
- Artists Notified: By Friday 19th September 2025
- Residency Commences: 17 November 2025
- *An induction into the Space will occur in the first week for all artists.
- Residency Concludes: 6 February 2026 (week following to 'bump out')

Marketing and Promotions

CoPP internal communications team will develop design assets to utilise for the program promotions.

Artists will need to supply imagery and text about their practice for marketing/comms material.

Artist Fees

Artists will be each paid an honorarium of \$1000 (+GST if applicable), which will include involvement and facilitation of these public programs.

City of Port Phillip will not facilitate any sale of artworks on behalf of the artists. However, artists are able to offer their work for sale and handle this directly.

Artists will be paid through Auspicious Arts Projects, 50% at the commencement of the program and 50% at the completion of the program.

Artists will sign a contract with Auspicious Arts Projects which will include:

- Payment details and timeline
- Program Guidelines

Eligibility and Assessment Criteria

Artists will be selected for this program based on the following eligibility:

- Can demonstrate a commitment to an active, non-commercial art practice (*see professional artist definition below)
- Have a strong connection to the City of Port Phillip with preference given to artists who reside in the City of Port Phillip.
- Can indicate a commitment to utilise the studio space a minimum of 2 working days each week.
- Are able to indicate their capacity and experience working in a shared space in a collaborative manner.
- Demonstrate a clear project goal for the duration of the program
- Demonstrate capacity and interest in contributing to the cultural life of the City of Port Phillip.
- The artist is working in a medium/s that are suitable for the space (there are no facilities for wet materials such as clay, aerosols, or power tools).
- A proposed public program (**see note on public programs below)

*A professional artist is a person who:

- Has cumulative experience or a higher qualification in visual arts.
- Has specialist training and/or experience within their field and are involved in the creation of art as their profession.
- Has conceptualising and creative skills that result in the creation of artwork.
- Has demonstrated professional standing through exhibitions and commissions.

To Apply

Applicants are asked to complete all sections of the online form and where indicated present additional information as requested.

Applications will be evaluated against the Assessment Criteria and assessed by Council officers using a point scoring system based on the eligibility and assessment criteria. .

Applications close 11:59pm Sunday 7th September 2025.

For all enquiries about the program or for assistance with your application, contact Autumn Tansey – Art Activation Officer via email at autumn.tansey@portphillip.vic.gov.au

