



Shakespeare Grove Artist Studios

2 Spenser Street, St Kilda, 3182

Studio Guidelines

Acknowledgment of country

Council respectfully acknowledges the Traditional Owners of this land, the people of the Kulin Nation. We pay our respect to their Elders, past and present. We acknowledge and uphold their continuing relationship to the land.

Introduction

The Shakespeare Grove Artist Studios provides workspace for professional visual artists and is one of three venues supported by the City of Port Phillip that incorporate artist studios. The Studio is located at 2 Spenser Street, St Kilda, near Luna Park. The building, which previously operated as a lawn bowling club, was vacated in 1998. Local artists now share this site, on the northern tip of the Peanut Farm Reserve, with VegOut Community Garden. The City of Port Phillip acts as the Committee of Management for the site, through the support of City officers.

Studio Aims

Through Council's Shakespeare Grove Artist Studios program, the City of Port Phillip aims to provide affordable studio spaces for local, professional visual artists who can demonstrate their ongoing commitment to develop and profile their visual arts practice and make a significant contribution to the cultural life of the City of Port Phillip. The studios also aim to encourage a healthy exchange of ideas and dialogue between the creatives at the studios and the wider arts and local communities.

Principles

- A commitment to equity and access.
- A commitment to providing a safe work environment and sustainable, environmentally friendly work practice.
- A commitment to providing an affordable, secure workspace to a diverse mix of professional visual artists
- A commitment to supporting local artists dedicated to the ongoing development of their visual arts practice who will make a significant contribution to the cultural life of the City of Port Phillip.

- A commitment to providing encouragement and opportunities for studio artist's professional development.

The Studio Space

- The studio offers 15 lock-up spaces of varying sizes, from 12 - 32 square metres.
- Rents range from \$195 - \$275 per calendar month (approx. & Inc.GST). Rents are subject to an annual increase.
- Licensees must pay a security deposit equivalent to a minimum of one month's rent and a \$50 key deposit. This will be held until the end of the licensed term. At that point, the security deposit will be either set against charges still owing or returned to the artist.
- Studios are a mix of semi-enclosed and fully enclosed spaces.
- Studio artists have access to an onsite kitchen, toilet facilities and common meeting/display areas.
- Licensees have access to running water and two studios provide running water within the studio.
- There are existing heating panels in the communal areas and artists can bring their own heaters or fans provided they are only the electric oil or fan variety and have a compliant testing and tagging in line with the relevant regulation. Bar heater or kerosene heaters may not be used.
- The space offers 24-hour access, 7 days per week.
- Wireless internet is not available.

Application Process

- Studios generally become available annually and local artists can apply through an online application process.
- Applicants are encouraged to seek advice from the Studios Administrator when applying for a studio and make an appointment to view the studios becoming available to ensure the available space will suit their arts practice.
- When applying, applicants must address all the Selection Criteria (below) and be able to demonstrate their previous and ongoing commitment to developing a professional and innovative arts practice.
- Applicants must submit an online application form via Smartygrants and upload Supplementary Material to accompany the application including;
 - a professional artist Curriculum Vitae (see definition of a **professional artist below Eligibility and Selection Criteria)
 - up to 12 images of recent work, including information regarding the size of the works submitted
 - an artist statement demonstrating clear goals outlining what they plan to achieve during their 3-year studio residency
- Applications should be submitted by the due date and clearly address all the selection criteria. No late applications will be accepted.
- Applications are assessed by a selection panel which includes informed practitioners from the arts community including a current studio artist and a representative from VegOut Community Gardens.

- The Studio selection panel will assess all applications against the Selection Criteria and seek to find a balance of studio artists, incorporating emerging and established artists and a diversity of mediums.
- Decisions made by the Studio selection panel are final. While feedback/advice is available, the Studio selection panel will not enter correspondence.
- While Council tries to offer studios to successful applicants that suit their specific practice, it is incumbent upon potential tenants to inspect the studio offered before committing to accept the studio. Council does not take responsibility for studios accepted that are not fit for purpose.

Eligibility and Selection Criteria

The Studios Selection Panel seeks artists who

- Live or work in the City of Port Phillip with preference given to artists who reside in the City of Port Phillip
- demonstrate a commitment to developing an innovative and professional visual arts practice (see **professional artist definition below)
- Are able to work in a larger studio space in a collaborative manner.
- Are willing to promote their work in the community through agreed exhibitions, displays or studio open days
- demonstrate their commitment to attend the studio on a regular basis.
- demonstrate strong arts practice goals for the period of the tenancy.
- demonstrate capacity and interest in contributing to the cultural life of the City of Port Phillip.

**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.

Tenancy

- Studios are available for up to 3 years.
- Licensees are permitted to have visitors in their studios but any greater public access such as Open Studios, parties or exhibitions is not authorised unless prior written consent has been obtained from the Studios Administrator.
- Artists must try and be available to participate in at least one of the studio open days held twice per year.
- Licensees are expected to use their studios at least 2-3 times a week on average during their residency.
- Licensees must seek email consent from the Studios Administrator to leave the studio vacant for more than 30 consecutive days.
- After the first 6 months of tenancy, artists may apply for a legitimate deferment of use of 1 year due to change in circumstances such as maternity leave, illness or overseas travel. In this case, the licensee would need to vacate their studio which would be offered to another highly

recommended applicant. A request could be submitted to take up the remainder of their 3-year studio residency if they wished. (ie: for the first available studio after their return).

- After the first 6 months of tenancy, artists may request professional development leave through fellowships or residencies for up to a maximum of 12 weeks, provided their studio rent is not in arrears.
- Should an artist be taking up an opportunity for longer than 12 weeks they would need to vacate their studio and request to take up the remainder of their 3-year studio residency later if they wished. (ie: for the first available studio after their return).
- Artists are required to give 1 month notice in writing should they wish to vacate the studio before the end of the 3-year period.
- Artists must provide and maintain a copy of a current insurance policy covering public liability.
- Incumbent tenants may request to move to a different studio should a preferred space become vacant during their tenancy. If two or more artists request to move to the same studio space, they will be asked to submit an expression of interest form that will be assessed by the Selection Panel.
- A quarantine period of 2 years applies for applicants who have previously leased a studio and wish to reapply.

Use of Studio

- Studios are intended for use as professional workspaces for artists and are only permitted to be used for this purpose. Studios must not be used for any kind of residential use or as storage and any breach of this condition may result in the licence being terminated.
- Occupation of a Licensee's studio by another person or group or subletting the studio is not allowed. Artists can request to invite other artists into their studio to develop collaborative projects, but this must be formally approved by the studio's administrator.
- The studio is for personal use only and must not be used for business or commercial purposes or as a registered business address.

Studio Maintenance

- Licensees are to contact the Studios Administrator to report building maintenance requirements including replacement of light bulbs.
- Licensees are responsible for keeping studios, and communal areas clean and in good order and no items will be allowed to be stored or discarded in corridors or other communal areas for fire, insurance and health and safety reasons.
- If there is damage or mess to the building owing to the actions of a licensee, it will be the responsibility of that licensee to repair damage and remove rubbish and belongings.
- If the studio is not left in a clean, tidy, and otherwise acceptable condition the Licensee will be charged for cleaning, removal of goods and redecoration.

Conditions of Entry

The City of Port Phillip is committed to providing a welcoming, safe, inclusive and equitable creative workspace environment where visual artists can experience diverse social connection, learning and development and creative expression. We have a

responsibility to ensure the safety and wellbeing of all our resident artists, community visitors and staff.

On entering Shakespeare Grove Artist Studios and VegOut community gardens, artists and visitors agree to abide by these Studio Guidelines, understanding that failure to do so could result in being asked to leave the studios for a period (which could include permanent expulsion) as determined by Council.

- Artists are responsible for setting up their own tools and equipment.
 - The use of highly toxic mediums and practice is prohibited in the studios. Artists must adopt safe and responsible work practices in accordance with Occupational Health & Safety practices outlined in the Licence Agreement.
 - Artists should be able to demonstrate how they explore and capitalise on opportunities for engagement with the local community separate to the group studio open days.
 - Artists must treat all other artists and visitors and Council staff with courtesy and respect, show tolerance of diverse beliefs and views, and refrain from harassment, discrimination, abusive language or behaviour.
 - Artists must inform Council's Studios Administrator or Council staff of any concerns relating to the behaviour of other artists or visitors as soon as possible after any incidents.
 - Studio artists are supported by Council to contribute to the positive artistic culture of the City of Port Phillip and as such there needs to be a respectful relationship between Council and studio tenants. All studio tenants must not do anything which brings, or would be likely to bring, Council into disrepute.
 - Artists must follow instructions provided by Council in relation to OH&S and safety within the studio spaces as outlined within the Studio Licence Agreement.
 - Artists and visitors must abide by all instructions or directions given by Council staff.
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- The City of Port Phillip is a child safe organisation and is committed to the safety and wellbeing of children and young people by ensuring best practice delivery of services to the children and young people who live, study or visit the City of Port Phillip.
 - All studio tenants must provide a valid Volunteer Working with Children Check or Assessment Notice.
 - Applications for a WWCC are completed online with your identification verified either online via Digital iD or at a participating Australia Post. For information on what is required for verification visit: [Home | Working with](#)

Children

- Additionally, any studio events or activations where children may be present, must submit a risk assessment. Council's Studios Administrator can provide a risk plan template.
- Children under six years of age must not be left unattended in the Studios and should at all times be under the supervision of a parent or other adult.
- Any young person left unattended in a public facility may be classed as a child or young person at risk of harm under the *Children, Youth and Families Act 2005 - SECTION 162*
- Smoking within any facility building is illegal under State and Federal law, and is not permitted
- Consumption of alcohol is not permitted on premises unless approved by Council and all relevant Liquor Licences are approved.
- No illegal substances are to be used while on Studio premises or in adjoining VegOut Gardens
- Council will not be liable for lost or stolen private property
- Council's Authorised Officers have the right to ask any person to leave facility premises if they are creating disturbance, or if their conduct, or manner is likely to interfere with any other people's use of the space

For further information please contact Studios Administrator – Terese Schlaghecke

Ph 9209 6217 / 0466 752 942 or visit: [Shakespeare Grove Artist Studios - City of Port Phillip](#)