

FUNCTIONSUITE EXHIBITION POLICY AND GUIDELINES

1. EXHIBITION POLICY

The work of Artlink is based on the belief that participation in the arts and the artistic process plays a significant role in achieving social change and personal goals. The focus of Artlink's work is within a social context; responding to specific situations, issues or individual circumstances. Artlink seeks to promote an imaginative approach to addressing inequality.

The Functionsuite Programme sees the hospital as a community. The programme provides a space for exchange between members of this community and artists. This is achieved through a collaborative approach creating an environment in which staff, patients and artists can discuss, learn and initiate ways of working together which enhance understanding of the arts within a public and healthcare setting.

As part of this programme, Functionsuite manage three dedicated gallery spaces in hospitals; The Link Gallery at The Royal Edinburgh Hospital, Edinburgh, St John's Gallery at St John's Hospital, Livingston and The Gallery at The Western General Hospital, Edinburgh. The gallery programme supports the Functionsuite approach through staff and patient open submission shows, Functionsuite programme developed exhibitions, open submission/invited artist presentation and touring shows. Exhibitions will sometimes be reflective of the hospital environment while at other times present work drawn from the wider arts community. Invited artists working within the galleries will be given the opportunity to develop site specific work which is appropriate to the context.

The Functionsuite gallery programme is keen to develop exhibitions which are responsive and relevant to the hospital community. To this effect the exhibitions are selected and presented using the following criteria:

- To initiate a programme which has relevance to the wider healthcare context.
- To promote dialogue and exchange between the hospital community and exhibitors.
- To generate increased awareness of collaborative visual arts practice.
- To showcase artwork to a high standard.

2. EXHIBITION GUIDELINES

2.1 Description of spaces and hospitals

The Link Gallery at The Royal Edinburgh Hospital

The Royal Edinburgh Hospital is a residential psychiatric hospital with out patient departments. The gallery is situated on the ground floor in a corridor linking two buildings; Mackinnon House and The Andrew Duncan Clinic. The gallery is located near the admissions wards and the linking corridors to the main hospital. The three admission wards cater for very vulnerable patients for between two weeks and six months and who use the gallery corridor as an access route to the rest of the hospital and outside. This makes the gallery space a forced access route for some of the staff and patients. Artlink have a good presence within the hospital with the Functionsuite Programme office and studio based here.

The Royal Edinburgh Hospital
Morningside Terrace
Edinburgh
0131 537 6000

St John's Gallery at St John's Hospital

St John's Hospital in Livingston is a large District General Hospital serving Livingston and West Lothian. It has an A + E department and the national specialist plastic surgery and burns units. The gallery is situated on the second floor adjacent to the dining room. Also on this floor are the children's ward and Plastic Surgery departments. The gallery is extremely busy during lunch and dinner periods and has a public telephone located within it.

St John's Hospital at Howden
Howden West
Livingston
01506 419 666

The Gallery at The Western General Hospital

The Western General Hospital is a busy general hospital with many day units and clinics including the Edinburgh Cancer Centre and the Macmillian Centre. The gallery is situated in the ground floor link corridor between the Anne Ferguson and the Alexander Donald buildings. The Gallery is the largest of the hospital gallery spaces and does not have wards or departments off it. The gallery has been open since October 2002 so is relatively new to the hospital. The corridor is used by staff to ferry equipment around the hospital and many patients and visitors using the WRVS shop and canteen located at either end of the corridor.

The Western General Hospital
Crewe Road
Edinburgh
0131 537 1000

2.2 Practical Parameters

As the galleries are situated within busy working hospitals, special consideration needs to be given to the placing of artworks and to health and safety regulations. Specific consideration needs to be given to the placing of 3-dimensional work so that it does not constitute a physical obstruction within the space.

The walls of the galleries have been clad with MDF making installation quick and easy. The Link Gallery is approximately 2.3m high with the useable wall space being approximately 25.0m in length. St John's Gallery is approximately 2.3m high with the useable wall space being approximately 40.0m in length. The Gallery at The Western General Hospital has a bumper rail running the length of the gallery. The MDF cladding is therefore approximately 1.2m high and useable wall space is approximately 70.0m in length.

All 2-dimensional work will need to be framed or displayed behind perspex. Frames will be secured in the galleries using mirror plates. It is compulsory to use perspex rather than glass within the frames in The Link Gallery. Functionsuite Galleries have a stock of frames and may be able to assist with framing requirements.

The Link Gallery and St John's are covered by CCTV but the spaces are not invigilated. Insurance for artworks within the galleries will need to be provided by the exhibitor. All electrical equipment will need to be tested by the hospital electricians before it can be used in the galleries.

I would be happy to discuss any other practical concerns regarding exhibiting in the galleries. Please contact me on 0131 537 6127 or galleries@functionsuite.com

3. HOW TO CONTACT FUNCTIONSUITE GALLERIES

Charlotte Collingwood
Gallery Manager
Artlink Functionsuite
Andrew Duncan Clinic
Royal Edinburgh Hospital
Morningside Terrace
Edinburgh
EH10 5HF

tel: 0131 537 6127

fax: 0131 537 6114

galleries@functionsuite.com

FUNCTIONSUITE EXHIBITION APPLICATION FORM

Please complete this form and include any other information you think would support your application.

NAME.

(Key workers name if appropriate)

ADDRESS.

TELEPHONE.

EMAIL.

WHICH GALLERY DO YOU WANT TO EXHIBIT IN?

The LINK Gallery - Royal Edinburgh Hospital

ST JOHN'S Gallery - St John's Hospital at Howden

The GALLERY - The Western General Hospital

Any of the above

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WHEN WOULD YOU LIKE TO EXHIBIT?

JANUARY - MARCH

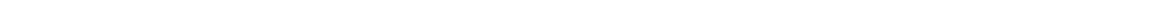
APRIL – JUNE

JULY – SEPT

OCTOBER – DECEMBER

Any available date

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CAN YOU DESCRIBE YOUR / THE GROUPS ART WORK?

CAN YOU DESCRIBE THE IDEA FOR THE EXHIBITION? WHAT CONNECTION IF ANY DOES THE IDEA HAVE TO THE HOSPITAL?

ARE YOU INTERESTED IN APPLYING FOR A COMMISSION TO DEVELOP A PROJECT WITH PATIENTS OR STAFF WITH AN OUTCOME IN A GALLERY?

YES

NO



PLEASE SUPPLY EXAMPLES OF YOUR ARTWORK.

Formats might include: slide / VHS / DVD / jpeg / photographs

Please list what you are sending:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

CAN YOU SUPPLY A C.V. OR BIOGRAPHY? (please attach)

CAN YOU SUPPLY AN ARTISTS STATEMENT? (please attach)

SIGNATURE.

PRINT NAME.

DATE.

Completed proposals should be sent to:

Charlotte Collingwood
Gallery Manager
Artlink
13a Spittal Street
Edinburgh
EH3 9DY

If you need further information or want to talk through your application, please contact Charlotte Collingwood: 0131 537 6127

galleries@functionsuite.com
