



Heritage Malta

**The National Agency for Museums,
Conservation Practice and Cultural Heritage**

Policy and Procedures Regulating Temporary Exhibitions in Heritage Malta Sites and Venues

1. Scope

- 1.1 The scope of this document is to provide clear guidelines, policy and procedures within a comprehensive strategy regulating cultural heritage exhibitions held or hosted by Heritage Malta within the various sites currently within its remit. Heritage Malta considers exhibitions to fulfil its remit to "*... promote public knowledge, education, appreciation and enjoyment of the cultural heritage.*" as outlined in the Heritage Act 2002 (Article 4e).
- 1.2 This document addresses the requirements of contemporary art exhibitions within the broader scope of cultural heritage, through the potential of a site-specific exhibition programme. It also addresses collective art exhibitions and academic exhibitions proposed by scholars.

2. Strategy

- 2.1 Temporary exhibitions are a valid and important tool with which to provide accessibility of works of art that may not be permanently on display to the general public.
- 2.2 Temporary exhibitions are a research tool on specific themes that are not included, or adequately addressed, within a permanent museum display. Exhibitions generate new information on focused aspects of cultural heritage that is communicated to the visiting public.
- 2.3 Temporary exhibitions are a means of drawing resident visitors to visit a museum on a regular basis, permitting ongoing contact with the public and the benefits that this brings.

- 2.4 Temporary exhibitions are not deemed to be only those set up by local artists/scholars but also those exhibitions put together by Heritage Malta's divisions.

3. Regulatory Structure

- 3.1 The officer running the Exhibition and Design Department within the Visitor Services Division is the officer responsible for all the logistics and necessities that go into the effective implementation of this strategy and related procedures.
- 3.2 The vetting and selection of prospective art exhibitions to be hosted by Heritage Malta is the responsibility of the Curatorial team within the Arts Department.

The remit of this Department with regards to 3.2 is to

- a) assess and vet applications for temporary exhibition forwarded to Heritage Malta
 - b) engage expertise from outside the Department in order to better assess and vet applications on a case by case basis
 - c) propose exhibitions by particular artists for discussion and eventual endorsement within the exhibitions programme of the agency
 - d) recommend where necessary the sites most appropriate to host exhibitions after consulting the Curatorial staff of the site concerned and the Exhibitions and Design Department.
- 3.3 Exhibitions put together by any of Heritage Malta's Divisions should be planned and communicated to the Exhibitions and Design Department well before the set up date outlining the subject, contents and venue.

4. Procedures

- 4.1 Prospective applicants wishing to exhibit at any of Heritage Malta's sites should forward their application in writing to the Exhibitions and Design Department. Requests for the holding of contemporary art exhibitions should be made by artists wishing to exhibit their work on the appropriate forms available. Every application needs to be accompanied by ten (10) images of works proposed for exhibition and the artist's curriculum vitae.

- 4.2 The application will then be forwarded to the Arts Department for it to be assessed and vetted as per 3.2.i.
- 4.3 Following the vetting process and endorsement or otherwise of the proposed selection, the Exhibitions and Design Department will communicate the outcome to the applicant and/or artist. A formal letter of agreement, including available exhibition space and exhibition guidelines, will be mailed to the applicant/s if the application is endorsed.
- 4.4 The exhibition will be included in the Heritage Malta Events Diary on receipt of the duly signed agreement and attached documentation from the applicant. The agreement will stipulate the duration of the exhibition including the dates during which the exhibition will be open to the public.
- 4.5 On signing the agreement the artist or applicant will deposit the sum of **€120 (Lm51.52)** which sum will be refunded immediately after the take down of the exhibition. The deposit will be lost if any part or parts of the signed agreement referred to in 4.4 are not adhered to.
- 4.6 Closer to the exhibition date and not later than two months before the opening of the exhibition to the public, the applicant/s and the Exhibitions and Design Department (and with full consultation with the respective curator of the site where the exhibition is being held) will liaise with a view to finalise the following
- a) inauguration date
 - b) the chosen personality to deliver the inaugural speech
 - c) catering arrangements and other logistics
- 4.10 Once the exhibition is over, the exhibition will be dismantled on the next working day of the closure of the exhibition in the presence of representatives of the Exhibition and Design Department.
- 4.11 It will be the artist/s' responsibility to ensure safe delivery of the exhibits to and from the exhibition site and to the respective buyers. Heritage Malta will also allow buyers to collect the works on a specific day provided the artist/s is/are present. The agency will not accept any liability resulting from the selling of the works on exhibit to third parties this being the sole responsibility of the artist/s.

- 4.12 Exhibitions put together by Heritage Malta's Divisions are to be processed through the Division Heads who will be responsible for informing in writing the Exhibitions and Design Department with all necessary details as specified in 3.3, at least six months before the actual set up of the exhibition. The Exhibitions and Design Department will confirm or otherwise availability of dates and venues as necessary and its own availability for the set up and all logistics involved.

5. Deliverables

5.1 Heritage Malta will

- a) Provide exhibition space, facilities and any agreed assistance in mounting the exhibition. The agency reserves the right to extend the period of the exhibition
 - b) Promote the exhibition through standard media channels including website and the appropriate Heritage Malta publications
 - c) disseminate news releases on the exhibition through the Corporate Communications Department
 - c) Host the inauguration (which includes the overtime costs of HM personnel on duty for the opening) and permit free entrance for visitors to the temporary exhibition wherever this is possible
 - d) In the case of an art exhibition, acquire a work from the collection on exhibit or as agreed, chosen in advance by the Senior Curator of the Arts Department in lieu of services and assistance provided. The work will be captioned, in advance of the inauguration and throughout the exhibition, as follows: "Acquired for the National Collection of Arts by Heritage Malta". A receipt will be issued, and the acquisition will be acknowledged in the Heritage Malta Annual Report of the relevant year.
- i) In the case of a group exhibition, the work of art for the national collection will be chosen at the discretion of the Senior Curator of the Arts Department.

5.2 In case of an art exhibition, the artist/s or the exhibition's curator/s:

- Will provide the chosen works of art including any necessary frames and pedestals.
- Deliver and assemble the exhibition
- Catering for the inauguration event as and when applicable
- Publish the booklet or catalogue as and when applicable
- Produce the invitations for the inauguration event. Twelve (12) invitations each are to be forwarded to the Exhibitions and Design Department for the exclusive use of Heritage Malta. The lay out of the invitation must be approved by the Exhibition and Design Department. The logo of Heritage Malta has to feature in the invitations as directed by the same department
- Produce posters, brochures and other material for the promotion of the exhibitions. Lay out of all promotional material must be approved by the Exhibition and Design Department. The Logo of Heritage Malta has to feature in this material as directed by the same department
- Hold study sessions with school groups on request
- Premiere his/her/their works at the museum or site, that is, to a large degree, works of art should be first exhibited in this museum or site, and not previously elsewhere.

5.3 Heritage Malta will only host exhibitions by the same artist/s if there is a lapse of twenty four (24) months from the previous exhibition. Heritage Malta reserves the right not to consider further requests by third parties for exhibitions in the agency's venues if these same third parties fail to adhere to the agreement signed between both parties.