

# INFORMATION & APPLICATION CREATIVE STUDIO SPACES





*Ignite Studios is part of the Northern Rivers Community Gallery (NRCG), a community-engaged cultural hub in the Northern Rivers region, owned and operated by Ballina Shire Council.*

Located in the heart of the Ballina CBD, adjacent to the NRCG and housed in the historic former Ballina Fire Station, Ignite Studios provides a dynamic shared access space supporting the development and participation of creative pursuits. Facilities include three subsidised creative spaces, a visiting artist-in-residence (AiR) studio, a ceramics facility and two access spaces for workshops, creative events, pop-up exhibitions, meetings and special projects.

The two creative spaces pertaining to this application are designated as Studios #1 and #2. These spaces utilise the original residential living area and are 14m<sup>2</sup> each. The studio spaces are available for a six or twelve month lease to creative practitioners from all disciplines. Practitioners from Ballina Shire, Northern Rivers and across NSW are welcome to apply.

Applications are open to:

- Creative practitioners from all disciplines, including but not limited to design, visual arts, digital media, photography, performance, film, music and writing.
- Small independent creative industry including but not limited to design, architecture, film, music, arts administrators, curators etc.
- Creative practitioners from all career-stages
- Applicants must be 18 years of age or above

### ABOUT THE SPACES

The subsidised creative spaces at *Ignite Studios* are designed to encourage co-working and an open platform for professional development and opportunity. Providing greater access to shared creative space in the Northern Rivers region, Ignite Studios aims to support and nurture innovative arts and creative industry through:

- provision of subsidised workspaces
- enabling creative projects and/or creative start-ups
- networking artists with arts influencers, local communities and peers through NRCG annual program
- building a hub for creative industry and ideas

### INCLUSIONS

- Empty space with basic lighting/power outlets and picture rails
- All outgoing incl. electricity/water\*
- Outdoor cold water wash basin area
- Private lockable studio spaces
- 24 hour access
- Air conditioning (studios 1 and 2 only)
- Bathroom facilities
- Up to 7 days' use of Ignite Studios workshop space(s)

for creative projects (with prior approval and subject to certain conditions)

- Cross promotion in NRCG online marketing (when applicable)
- Wheelchair accessible
- Professional development and networking opportunities through the annual NRCG program and other special events.
- Standard Waste Collection and grounds maintenance
- Initial 6 or 12 month lease period with possibility to renew
- Ample street parking

\* exception for high power consumption equipment such as kilns. Usage would be metered and charged at an additional cost based on monthly usage.

### Conditional Inclusions

- Basic kitchenette
- Wireless internet is installed for Gallery programs and studio tenants can utilise free of charge when available. (Note: this is a courtesy and not included in the lease agreement)
- Studio tenants can utilise additional spaces, 'The Engine Room' and 'The Locker Room' to run workshops or special projects for an additional fee. (Note: standard workshop space hire fees are applicable)
- An electric kiln and potters wheels are available for in-house use. Studio Tenants with qualifications in ceramics can access this equipment for an additional fee to produce work or run workshops.

### FEES

Studio space rental is paid monthly in advance and a Direct Debit from a nominated bank account will be required to be set-up at time of signing the agreement. A security deposit equivalent to 4 weeks rent will be required.

Studio tenants can access 'The Locker Room' and 'The Engine Room' for an additional fee (standard workshop space hire fees) when available.

Suitably qualified studio tenants can access an electric kiln and potters wheels for an additional fee.

Refer to the Gallery website for current fees and charges.

Ballina Shire Council may from time to time adjust its fees and charges. Any changes affecting the Ignite Studios facilities will be communicated to tenants as early as possible, and will come into affect from the 1 July.

### STUDIO VIEWING

To organise a time to view the spaces contact Ella Millard, Creative Programs Producer by phone on 02 6681 0530 or by email [ella.millard@ballina.nsw.gov.au](mailto:ella.millard@ballina.nsw.gov.au).

## STUDIO AGREEMENT

Studio tenants will be issued with a Studio Agreement governing all aspects of their access to the Ignite Studio facilities. Due to the heritage of the building, access and use will be in accordance with certain prescribed conditions - for example drilling into, modifying or fixing on to the walls is prohibited. In addition to these conditions, the general terms of the agreement will include the following.

- The tenant will indemnify and keep indemnified Ballina Shire Council and NRCG, its officers, agents and contractors against all liability for death or injury to persons or loss of or damage to property (including property of BSC and NRCG) and all actions, claims, demands, losses, damages, costs and expenses which may be suffered or sustained pursuant to their Studio Rental Agreement.
- This indemnity will also apply to any persons and property that is on site at Ignite Studios or NRCG as a consequence of the actions of the tenant either pursuant to or in breach of the conditions of their Studio Agreement.
- Tenants must have their own Public Liability insurance with cover to the value of \$20 million.
- The Tenant agrees to comply with all necessary workplace health and safety laws and regulations.
- Access is available 24/7. Standard residential noise restrictions apply after 10pm seven days a week.
- The studio spaces are not open to the general public except for open days or special events specified and organised by or with the approval of NRCG.
- Tenants are responsible for ensuring the premises are fully secure on leaving the facility, managing waste collection and for keeping their studio clean and tidy at all times.
- Tenants are to work within their nominated studio unless an alternative arrangement has been made with NRCG management.
- Studios cannot be utilized for industrial or semi-industrial creative processes, retail sales outlet, public events, or unlicensed alcohol sales.
- Renters must comply with all work, health and safety policies communicated by NRCG.

## SELECTION CRITERIA

In the allocation of studios NRCG will consider a mix of art forms, career stage and studio experience within the facility, in order to encourage diversity, dialogue, exchange and innovation. Key selection criteria will be based on:

- Quality of work or projects and originality of ideas;
- Value of a studio to the development of the practitioner;
- Suitability of creative activity for a studio space in a facility shared with others;
- Commitment of time to using the studio.

## HOW TO APPLY

Complete an application form with required support material.

### Support Material

1. 3 good quality images of recent works and/or Weblink to website, portfolio, or showreel etc. (please include image titles/descriptions if applicable)
2. One A4 page CV
3. Response to the following 'creative practice' questions and attach to your application form:
  - A. Please describe your creative activity, outlining materials and processes and/or the concepts informing your practice. (150 word limit)
  - B. Describe how access to a studio would benefit your practice. (150 word limit)
  - C. Studio tenants may be asked to participate in the Ignite Studio community or NRCG annual program occasionally throughout the year. This may include artist talks, master classes, mentoring, school engagement programs, performances, readings and other activities organized by NRCG. Please describe if or how you could contribute. (50 word limit)

### Please note:

ALL attachments (response to questions and support material) must be provided in one pdf attachment if applying via email (total size limit 10MB) and on a USB flashdrive for hardcopy applications.

If you do not provide the necessary material your application may not be assessed. Excess support material will not be considered.

DO NOT send original artwork with your application as forms and attachments will NOT be returned

Retain a copy of your completed Studio Application for your own records

## RETURN YOUR COMPLETED APPLICATION

### Email

With subject line:  
Ignite Studios Application  
ella.millard@ballina.nsw.gov.au

### Post

Attention: Creative Programs Producer  
Northern Rivers Community Gallery  
PO BOX 450  
Ballina NSW 2478

### Hand Delivered

Northern Rivers Community Gallery  
44 Cherry Street, Ballina  
(During gallery hours)

## STUDIO - APPLICATION FORM

### Applicant Details

Applicants Name:	
Name of Organisation/Collective: (if applicable)	
Residential Address:	
Postal Address:	
Phone:	Mobile:
Email:	Web:
Instagram Handle:	Facebook/Other:
ABN:	Registered for GST: Yes <input type="checkbox"/> yes No <input type="checkbox"/>
Do you have or are you willing to arrange public liability insurance cover?: Yes <input type="checkbox"/> No <input type="checkbox"/>	

### What best describes your creative practice

<p>Mid Career / Established Practitioner <i>An artist who is at a mature stage in their career, who has specialized training in the art form, who has created an extensive body of independent work, who has garnered national or international recognition from their peers as having reached an advanced level of achievement (source: Australia Council for the Arts)</i></p>	<input type="checkbox"/>
<p>Emerging Practitioner <i>An artist who is at an early stage in their career, who has specialized training in the art form, and who has created a modest body of artistic work (source: Australia Council for the Arts)</i></p>	<input type="checkbox"/>
Your primary art form or creative industry:	

### Studio Tenancy and Space

Please indicate how many days per week you aim to utilise the studio space: \_\_\_\_\_  
(a minimum of three days per week is recommended)

**Indicate your studio preference.** Refer to the floor plan on studio sizes and locations within the premises.

Studio Space #1  Studio Space #2

**If selected, what is your preferred commencement date?** \_\_\_\_\_

**Which is your preferred tenancy duration?** 6 months  12 months

Application Checklist (Please Tick)	
<input type="checkbox"/>	I have read and understand the 'Studio Information & Application' booklet
<input type="checkbox"/>	I have completed the application form
<input type="checkbox"/>	I have attached my response to the creative practice questions
<input type="checkbox"/>	I have supplied all the required support material (as a single pdf if returning via email)

Would you like to subscribe to the NRCG e-newsletter?  yes  no

Applicant Signature:

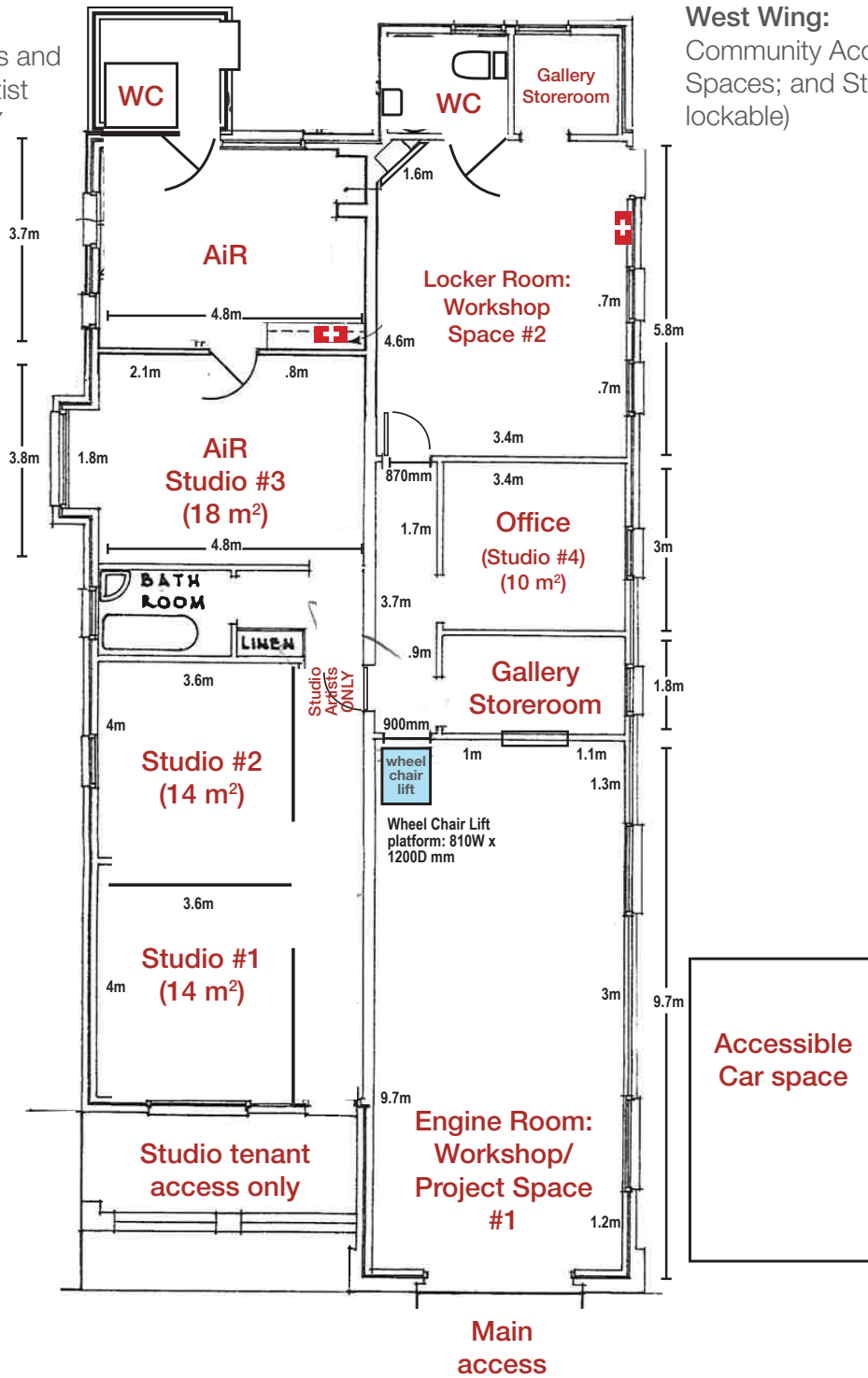
Date:

# FLOOR PLAN

Eastern wing is accessible to studio tenants only. All community access spaces are on the Western wing of the facility.

**East Wing:**  
Studio tenants and Residency Artist Spaces ONLY

**West Wing:**  
Community Access Spaces; and Studio #4 (fully lockable)



STREET FRONTAGE