



## CREATE AT HOME Residencies 2019 | Information & Guidelines

**AT HOME** aims to strengthen the creative industries across the Mount Alexander Shire and Central Victoria by encouraging and nurturing curiosity, collaboration and conversation.

Mount Alexander Shire Council is calling for Expressions of Interest from individuals and organisations working across the creative industries to be part of the Phee Broadway AT HOME program for 2019-20.

### The Residencies

The CREATE AT HOME residency program will give three successful applicants:

1. Free, exclusive use of the Phee Broadway Theatre for three weeks
2. 16 x hours of in-kind technical support
3. A fee of \$3,300
4. Public Liability insurance cover
5. Promotional support for your residency project through Council and the Theatre's marketing and communications platforms.

### Residency Times

There are five CREATE AT HOME residencies in the program. The Castlemaine State Festival and Punctum Inc.'s Seedpod are partnering with Council for residents in early 2019. Three additional intensive three-week residencies are available during the following times:

Monday, June 24th to Sunday, July the 14th 2019

Monday, July 15th to Sunday, August 4th 2019

Monday, January 13 to Sunday, February 2nd 2020

### Theatre Space

The Phee Broadway Theatre has tiered seating for 231 people and one permanent wheelchair space. Additional wheelchair spaces can be made available via the removal of seats in the 1st row.

The theatre has a 10-metre deep proscenium stage with a black painted sprung wooden floor, a cyclorama curtain, and small wings both left and right of the stage. Equipped with a basic standard lighting rig which is suitable for most basic performance types, however, customized lighting designs can be achieved with planning and technical support.

There are two dressing rooms, a kitchen and a loading dock with entry from Mechanics Lane. All successful applicants will have an induction to the venue and a production meeting with technical staff where they will need to provide information around the technical requirements of their residency.

For the full theatre specifications please refer to the Phee Broadway Technical Specifications available online at <http://pheeBroadwayTheatre.com.au/venuehire/>

## Public Performances and Events

During performances, the foyer can be booked for use as a box office and to serve refreshments. There is no permanent box office or bar in the theatre foyer. A temporary set-up can be organised with Council as part of the coordination of your public performances.

## Box Office and Ticketing

A new ticketing service will be accessible through the Visitor Information Centre and Mount Alexander Shire Council from April 2019. AT HOME residents can use this service which is subject to competitive fees and charges.

## General Responsibilities

It is the responsibility of the resident to read, understand and comply with the 'Mount Alexander Shire Venue Hire Terms and Conditions' document. You will be required to undertake a venue induction and supply material for the purposes of promotion and production, as listed below. This can be updated as your residency develops.

## Production Documentation

If you are successful with this application you will need to provide the following information for promotion and scheduling purposes:

1. Schedule of your event/s, including bump in/out, rehearsals, etc
2. Personnel list
3. Technical requirements, including a lighting plan
4. Promotional content

## Selection Criteria

This residency is for individuals and organisations primarily based within Mount Alexander Shire, with a track record of thoughtful, creative enterprises and cultural endeavours. Preference is for EOI applications that aim to achieve the following:

1. The development, or testing of new ideas and new works.
2. Support local talent and strengthen the capabilities and profile of creative enterprises within the region.
3. Participatory, collaborative or performative residencies that broaden community access and interest in the theatre.

## Applications

Complete and submit the Application Form by **5pm on Monday the 11<sup>th</sup> of February 2019**. You will be advised of the outcomes of your application for the AT HOME program in March.

## CREATE AT HOME Residencies 2019 | Application Form

Applicant Information	
Organisation (if applicable)	
Name	Phone
Postal Address	Town
Post Code	E-mail
Residency Project Description	
Working Title	
Key Artistic Personnel	
Residency Description: Include a description of what you want to do, the themes, concepts and artistic intent of your project. Around 200 words.	
Selection Criteria	
Briefly explain how your project may do the following:	
1. Develops new works and/or tests new ideas.	
2. Support local talent and strengthen the capabilities and profile of creative enterprises within the region.	
3. Participatory, collaborative or performative approaches that broaden community access and interest in the theatre.	

### Support Material

Please provide the following support material with your application. List your support material and note the relevance to the application, for example, image of an artwork to be exhibited, catalogue of past exhibition, video of a performance, etc.

1. A short bio or one page CV for key creative personnel involved in your project.
2. Up to 5 items of visual support material. Accepted formats are image files (jpg format no greater than 2MG each), PDF files (no greater than 2MG each) Video (MP4 format) or URL links to websites, videos or Instagram pages.

File name & type	eg: https://performance.org.au		Description	eg: our company website	
1.					
2.					
3.					
4.					
5.					
Highlight preferred time for residency	Monday June 24 <sup>th</sup> - Sunday July 14 <sup>th</sup> 2019	Monday July 15 <sup>th</sup> - Sunday August 4 <sup>th</sup> 2019		Monday January 13 <sup>th</sup> - Sunday February 2 <sup>nd</sup> 2020	
Application Checklist			Key Dates		
I am including with my application: <ul style="list-style-type: none"> <li>• This completed and signed application form</li> <li>• Short bio's - artist CV's</li> <li>• Support material for your application</li> </ul>			<b>APPLICATIONS CLOSE</b> 5 pm Monday the 11 <sup>th</sup> of February 2019  <b>PANEL ASSESSMENT</b> Mid-February 2019  <b>NOTIFICATION</b> March 2019		
Submitting					
<b>POST TO:</b> Vicki Anderson, Cultural Development Officer, Mount Alexander Shire Council PO BOX 185, CASTLEMAINE VIC 3450  <b>EMAIL:</b> <a href="mailto:arts@mountalexander.vic.gov.au">arts@mountalexander.vic.gov.au</a>  <b>IN PERSON:</b> Vicki Anderson, Cultural Development Officer, Mount Alexander Shire Council 27 Lyttleton Street, CASTLEMAINE VIC 3450					
I have read the 'Expression of Interest' Information and Guidelines' documents and agree this EOI will meet these conditions.			Applicant  Signature  Date		