

Community Exhibitions Guidance Notes



What type of exhibitions will be displayed?

- The People's History Museum (PHM) in Manchester is the national museum of democracy, telling the story of its development in Britain: past, present, and future. Community exhibitions should link to PHM's themes.
- For 2019 we are particularly interested in submissions relating to **protest: past, present and future**, or more widely those seeking to promote active and collective participation in local, national or international democracy.
- The Engine Hall and the Main Gallery Two display area are available free of charge for short term, high quality community exhibitions.
- These exhibitions will allow groups or individuals a chance to tell and examine their history, encouraging wide access, creating new audiences, increasing visitor numbers and raising the profile of the museum.
- Exhibitors will mainly be from Greater Manchester.
- Community exhibitions will be high quality – display details must be approved by PHM staff in advance of installation.
- Community exhibitions must adhere to the concept of equal opportunities taking into account physical and intellectual access.
- The museum will not display items:
 - that are dangerous to the public e.g. knives and blades or anything with sharp edges, live creatures, strobe lights, naked flames
 - that can be a health hazard e.g. food and drink, nuts and seeds
 - too big or heavy to carry into the building
 - that may be offensive to some people e.g. anything we deem to be racist or sexist etc
- The museum does not host commercial exhibitions. Prices should not be put on any items included in the exhibition.

Submitting a proposal

- Groups or individuals with a proposal for an exhibition should fill in a **2019 Expression of Interest Form (community exhibitions)** and provide any additional visuals that might support the application on two A4 sheets or the digital equivalent.
- The proposal should not exceed the word limits highlighted on the Expression of Interest Form and should be written in simple, accessible language.
- There is no submission fee.
- Community exhibition proposals will be selected by a panel of museum staff and members of a cross section of community groups.
- Please email proposals for the attention of Mark Wilson, Exhibitions Officer to mark.wilson@phm.org.uk or post to People's History Museum, Left Bank, Spinningfields, Manchester M3 3ER.

The exhibition

- All community exhibitions need to include at least one text panel (minimum size A3) introducing the group or individuals involved and the specific project.
- Wall mounted information should be word processed at a minimum size of 16 point.
- PHM reserves the right to ask for artwork or information to be withdrawn or amended if it does not meet the criteria set out above.
- Engine Hall exhibitions will run for one month.
- Main Gallery Two display area exhibitions will run for three months.
- PHM supports community exhibitions in a substantial manner through professional staff support, heating, lighting, staffing the building during opening hours and providing display equipment. Although PHM is unable to fully fund community exhibitions, we have a small budget available to help support the 2019 community exhibition programme.
- If groups or individuals whose proposal has been accepted would like to take their own measurements of the space in advance they should make an appointment to do so.
- PHM can provide the services of a museum technician for the equivalent of two days to advise on display methods and assist with installation according to an agreed plan.
- Installation and derig of exhibitions should take place on pre-arranged dates (access to PHM is strictly between 8.30am and 5.00pm).
- Exhibitions cannot be installed after or derigged prior to the arranged days.
- Only museum staff should put up wall mounted material. External exhibition organisers must be present to assist and advise on positioning.
- The exhibition must not prevent the museum remaining fully accessible to those in wheelchairs and must ensure that other museum activities can continue.
- PHM recommends providing a comments book or similar to collect visitor feedback.
- Loan material is the responsibility of the external exhibition organiser.
- The museum is unable to store material relating to the exhibition after the derig.
- Any breakages of museum property during installation/derig must be paid for.
- PHM is unable to permanently staff the Engine Hall and the Main Gallery Two display area. Any material displayed must be the responsibility of the external exhibition organiser. All material is therefore displayed at the organiser's own risk.
- As the Engine Hall has a glass roof, material may be exposed to the effects of high light levels. PHM therefore urges you to consider carefully before displaying historic or irreplaceable objects in the Engine Hall as they may well fade.

- The exhibition should be designed to be mounted on the display panels provided. A full list of exhibition content should be provided to PHM staff before the exhibition is due to open. The list should in particular detail:
 - any textiles to be included as they may need treatment before they can be displayed
 - a list of any freestanding material which should number no more than three items
 - any high value items with details of how they are to be secured

Marketing and public events

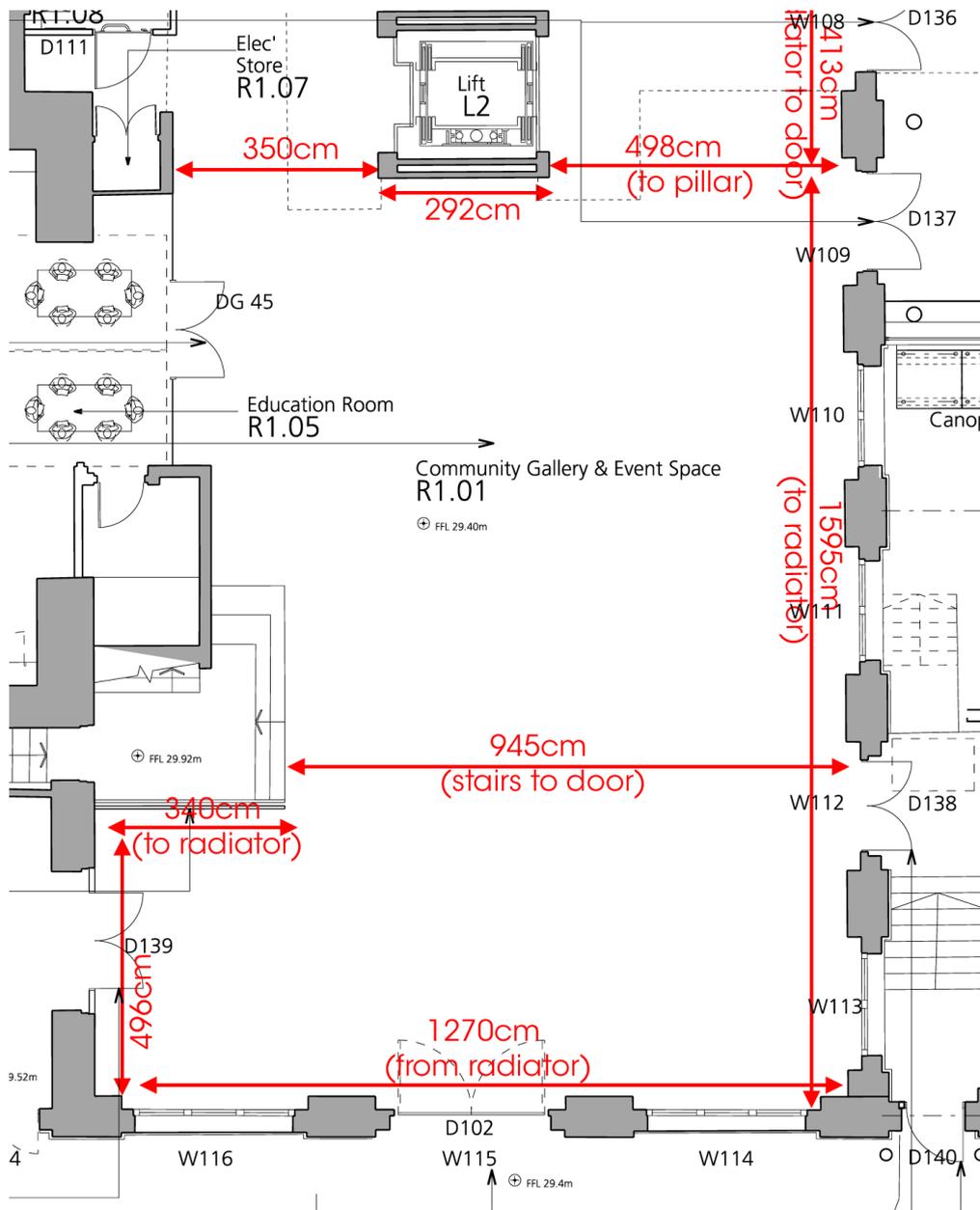
- The Marketing Team will assist in promoting the exhibition to the public where possible.
- All promotional material (exhibition preview invites, flyers, postcards, posters, press releases etc) using the museum name must be approved by the museum's Marketing Team before going to print/being circulated.
- If you wish to have an opening event for your exhibition this can be organised in advance through your PHM Programme Team contact. All events at PHM requiring catering use the services of our in house caterers CH&Co who manage The Left Bank cafe bar and support the museum's Venue Hire service, a vital source of income generation for the museum. No other catering can be used as this breaches the museum's contract with the caterers. External exhibition organisers will be required to pay for any catering before the event takes place.
- If you wish to run public events such as talks or workshops as part of the exhibition, these can be arranged with your PHM Programme Team contact. If your event proposals are feasible and fit within PHM's public programme, the Marketing Team will assist in promoting your event to the public where possible.

Engine Hall

The largest community exhibition space is housed in what used to be the engine hall of a hydraulic power station. The station, designed by city architect Henry Price in a fine Edwardian baroque style, opened in 1909. The Engine Hall was beautifully restored as part of the museum's £12.5m redevelopment project which was completed in early 2010. It is a unique space in Manchester city centre, offering an outstanding venue for groups and individuals to exhibit their work free of charge.



Engine Hall plan: measurements in cm

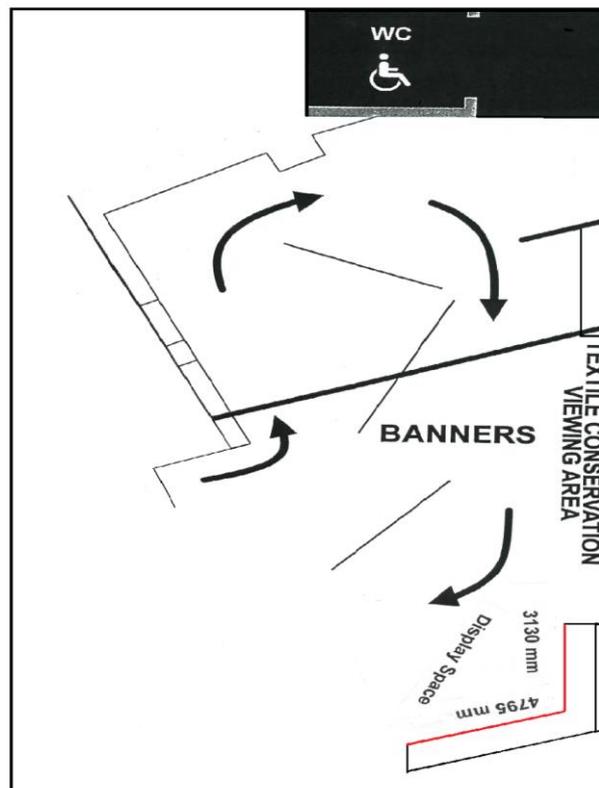


Main Gallery Two display area

Situated on level two of our permanent galleries, this display area provides a climate controlled environment ideal for groups and individuals wanting to display historical or light sensitive materials.



Main Gallery Two display area plan:



Display materials available

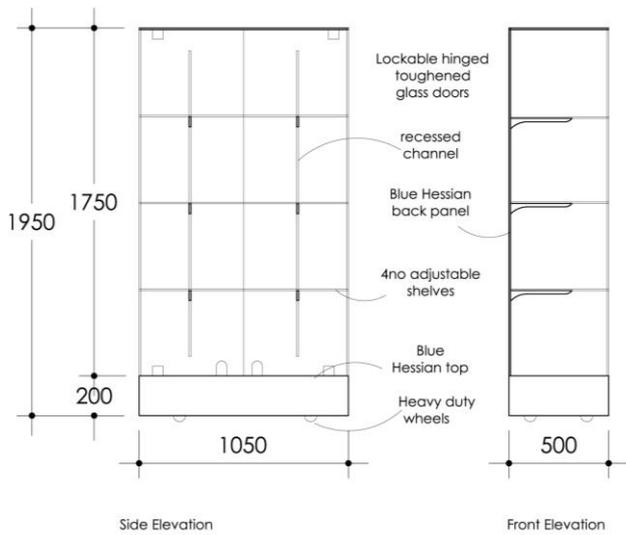
- 14 x white painted display boards, 1,200mm wide x 2,000mm high x 300mm deep



- 4 x table top display cases, 1,240mm wide x 790mm high x 450mm deep



- 1 x tall display case, measurements in mm



- 2 x single door notice boards, 600mm wide x 900mm high



- Various Perspex display stands for cases
- Various AV equipment subject to availability
- No additional display materials may be included without specific approval from a member of the Exhibitions Team