

Temporary Exhibition Guidelines

Leicester Museum & Art Gallery offers temporary exhibition opportunities as part of Leicester City Council's commitment to providing an inclusive and engaging cultural programme for residents and visitors.

As an Arts Council England National Portfolio funded service, proposals must also endeavour to fulfil objectives relating to inclusion and relevance, ensuring a wide range of voices are heard and represented. See further detail on Arts Council England's [Investment Principles](#) and the ACE [Let's Create Strategy](#).

Exhibition Criteria

We assess proposals based on the criteria below, but you may still submit your proposal if you do not meet all of them:

- Provide opportunities for community engagement, such as artist talks, creative activities, or workshops.
- Demonstrate inclusivity and relevance, in line with the principles of the *Let's Create Strategy*, offering high-quality cultural experiences for diverse audiences.
- Attract a wide range of visitors from Leicester, the wider region, and beyond, including tourists.
- Be distinctive — a new idea, or a fresh twist on a theme not explored in our programme over the past 10 years.
- Offer potential as a high-profile, popular exhibition that entertains and engages (a "blockbuster" or crowd-pleaser).
- Connect to Leicester or Leicestershire communities, with informative and topical content.
- Take risks and demonstrate innovation and creativity.
- Encourage social interaction by creating spaces for people to come together, share learning, and break down barriers.
- Include commercial opportunities, such as original artworks for sale, merchandise, or income generated through events.
- Engage with, respond to, or enhance our permanent collections, including interventions in displays.

❖ Please note:

Successful applicants who have exhibited at Leicester Museum & Art Gallery will not be eligible to submit a new exhibition proposal for a period of three years from the opening date of their exhibition. This ensures a diverse and varied programme and allows opportunities for other artists and organisations.

Overview of Temporary Galleries

Temporary exhibition space is available at Leicester Museum & Art Gallery, the city's main museum, with three options to choose from:

Gallery 11 – Main temporary gallery on the first floor.

- Few museums in the East Midlands offer such a large space for temporary exhibitions.
- Normally booked at least 2–3 years in advance; not available for private hire.
- Exhibition slots are up to 2–3 months.
- Approximate size: 291 sqm, or 57.5 linear metres of wall space, with a range of display cases and plinths.

Gallery 12 – Mid-size temporary gallery on the first floor.

- Ideal for collaborative and touring exhibitions.
- Normally booked at least 2 years in advance; not available for private hire.
- Exhibition slots are up to 5–6 months.
- Approximate size: 170 sqm, or 41.5 linear metres of wall space, with a range of display cases and plinths.

Gallery 8 – Mid-size temporary gallery on the ground floor.

- Allows an in-focus spotlight on responses to our collections through artistic and curatorial interventions.
 - Normally booked at least 1–2 years in advance; not available for private hire.
 - Exhibition slots are up to 5–6 months.
 - Approximate size: 65 sqm, or 30 linear metres of wall space, with a range of display cases and plinths.
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FAQs

What resources are available to help me with my proposal?

Proposals must be self-sufficient; unfortunately, we cannot provide direct financial support, but we can support the design and production of exhibitions as part of the temporary programme. For artists or organisations wishing to apply for funding (for example, through Arts Council England or other funders), we are happy to provide a letter of support.

❖ **Please note:**

If your funding application mentions working with the museum, you must provide a draft of the application to the museum for review before submission so we can confirm planned activity.

With an agreement in principle, it is often the case that a secured slot in the temporary exhibition programme can be used as match funding or in-kind support. For more details on this, please speak to a member of the exhibitions team.

How far in advance should I propose an exhibition?

We programme three temporary exhibition spaces. Each space has a different schedule, so please review the relevant gallery overview for more information.

What if I have queries about my proposal?

Due to the volume of proposals received, we cannot respond to all exhibition proposals. If we are interested in your proposal and require clarification, we will contact you.

When will my proposal be reviewed?

Proposals of interest are discussed at our quarterly meetings. If your proposal is successful or if we require further information, we will contact you in advance. Please note it may take up to three months for a decision.

Any questions contact the Exhibitions Team: museums-exhibitions@leicester.gov.uk

<https://www.leicestermuseums.org/collections/exhibitions-programme/>

Leicester Museums & Art Gallery, 53 New Walk, Leicester LE1 7EA

Form Questions

All proposals must be submitted via the online Exhibition Proposal form. We cannot accept proposals in alternative formats. For reference only, see below the details requested in the form:

1. First name
 2. Last name
 3. Phone
 4. Email
 5. Address (postcode or street name)
 6. Status (Artist / Curator / Organisation / Student / Other)
 7. Why do you want to exhibit with Leicester Museums & Art Gallery and why should your proposal be shortlisted?
(800-character limit)
 8. Does your exhibition have a Leicester, East Midlands, or Midlands connection?
 9. Proposed start date
 10. Exhibition title
 11. Proposed start date
 12. Proposed end date
 13. Any key anniversaries or dates associated with your exhibition
 14. Preferred exhibition venue and gallery
 15. Summary description of exhibit (3000-character limit), including:
 - Specifications of the work
 - Purpose of your exhibition
 - Aims/objectives and expected outcomes
 - Visitor experience and associated events
 - Key dates and times
 - Partnerships with other groups/communities
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16. How does your exhibition involve inclusivity with the audience and cultural relevance?
17. Does your exhibition proposal use the museum collections? If yes, which collection?
18. Is the exhibition ready to display? (e.g., framed, text panels, handling requirements)
19. Has the work been exhibited before? Include visitor figures, audience feedback, links to portfolios/websites.
20. Is there any merchandise planned for sale alongside the exhibition?
21. How is your exhibition funded? Include details of backup funding if external funding is unsuccessful.
22. Which parts of the project might require extra help? (e.g., curation, installation, transport)
23. Supporting documents (minimum 3):
 - Files in support of your proposal and examples of work
Accepted file types: .bmp, .doc, .docx, .gif, .jpeg, .jpg, .mp3, .mpeg, .pdf, .ppt, .pps, .png, .tiff
 - Sample of written work (500–1,500 words)

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