

# Call Out for Exhibitions at Dunbar Town House

Deadline Sunday 16 November, 17:00

Each year East Lothian Council Arts Service supports an array of visual artists or craft makers to present their work to the public at the Council-run Dunbar Town House Museum & Gallery, providing a platform on which to present their work, engage with the public and further their reputation within the community.

We are now looking for two artists to join us to exhibit their work in the Gallery from April - June 2026!

Interested? Find out more below!

If you are reading this and wondering if it is for you please do read on - and if you have any questions or need some assistance with your application please contact the Arts Service team on [artsservice@eastlothian.gov.uk](mailto:artsservice@eastlothian.gov.uk)



## What the Exhibition opportunity provides:

The selected artists will receive exhibition space at the Dunbar Town House Museum & Gallery for one of two available slots. These are:

Wednesday 1 April – Sunday 10 May

- Installation dates | Monday 30 March – Tuesday 31 March
- Uninstallation dates | Monday 11 – Tuesday 12 May

Friday 15 May – Sunday 21 June

- Installation dates | Wednesday 13– Thursday 14 May
- Uninstallation dates | Monday 22 – Tuesday 23 June

(Opening hours | Wednesday to Sunday 13:00 - 17:00)

In addition to the space each artist will also receive:

- A point of contact from the Museums Team who can give you a tour of the gallery and provide advice on the hanging system, technical arrangements and answer any queries prior to installation.
- Front of house staffing to manage the exhibition space during opening hours.
- Support from the Arts Service team to create and print signage materials and promotional marketing materials with a budget of £300 available for print and design (if required).
- Inclusion in a digital marketing campaign for both exhibitions produced by the East Lothian Council Arts Service and shared through ELC Museums Service. This would include web listings, social media posts and a press release.
- Support to take sales during the exhibition with a 25% commission provided to the Dunbar Town House Museum & Gallery/East Lothian Council Museums Service. This is used to support the staffing and running costs of the exhibition space and will be managed by the Museum team.
- Access to the exhibition space for an opening event during opening hours.
- Access to an additional space within Dunbar Town House Museum & Gallery during opening hours to provide workshops/talks related to the exhibition.

Please note that access to the building outside of opening hours for a reception or event can be arranged but this will incur room hire costs to cover staffing and running costs.

In return the artists agree to:

- Work with the Museums Service to brief the Front of House team about their exhibition so that the team can talk confidently about the work to the public
- Provide valuation information about the works in their exhibition for insurance purposes; Work with Museums Team to risk assess the exhibition which must meet health and safety guidance; Credit East Lothian Council Arts Service & Museum Service in all marketing materials.
- A floor plan of the space can be found at the end of this document.

## Who this opportunity is for:

The exhibition space is available for artists who:

- Work in visual arts or craft including but not limited to painting, pottery, sculpture, photography, textile design, etc.
- Are based in East Lothian, or have created work directly in response to East Lothian as a location.
- Are able to manage the installation of their work into the exhibition space with support from 1 member of staff.
- Are able to take a lead in managing the promotion of the exhibition with support from the Arts Service team.
- Are happy with the technical specifications of the gallery space and the facilities that can be provided.

We are committed to increasing the diversity of artists working in our sector and especially welcome applications from those who identify as having characteristics currently under-represented in visual art and crafts in Scotland.

## How to apply:

To apply artists are invited to submit the following items by email to [artsservice@eastlothian.gov.uk](mailto:artsservice@eastlothian.gov.uk):

- An artistic statement on the planned exhibition detailing:
  - what the exhibition will focus on
  - the themes being explored
  - what visitors to the space will see
  - any notes required on installation

This statement should be 500 words / 4 minutes and can be submitted in a written form or as a video/audio recording. Please note that your grammar or spelling / quality of your filming will not be judged – we want to hear about your ideas!

- A copy of your artist CV
- 6 examples of your work, ideally of the work you plan to exhibit

These images should be provided as a jpeg, or saved in a Word file or PDF and attached to the email.

## Timeline:

- Deadline: Sunday 16 November
- Panel Meet: Wednesday 3 December
- Artists informed: Wednesday 10 December
- Marketing goes live: Monday 2 March
- Exhibition 1: Wednesday 1 April – Sunday 10 May
- Exhibition 2: Friday 15 May – Sunday 21 June

## Selection Criteria:

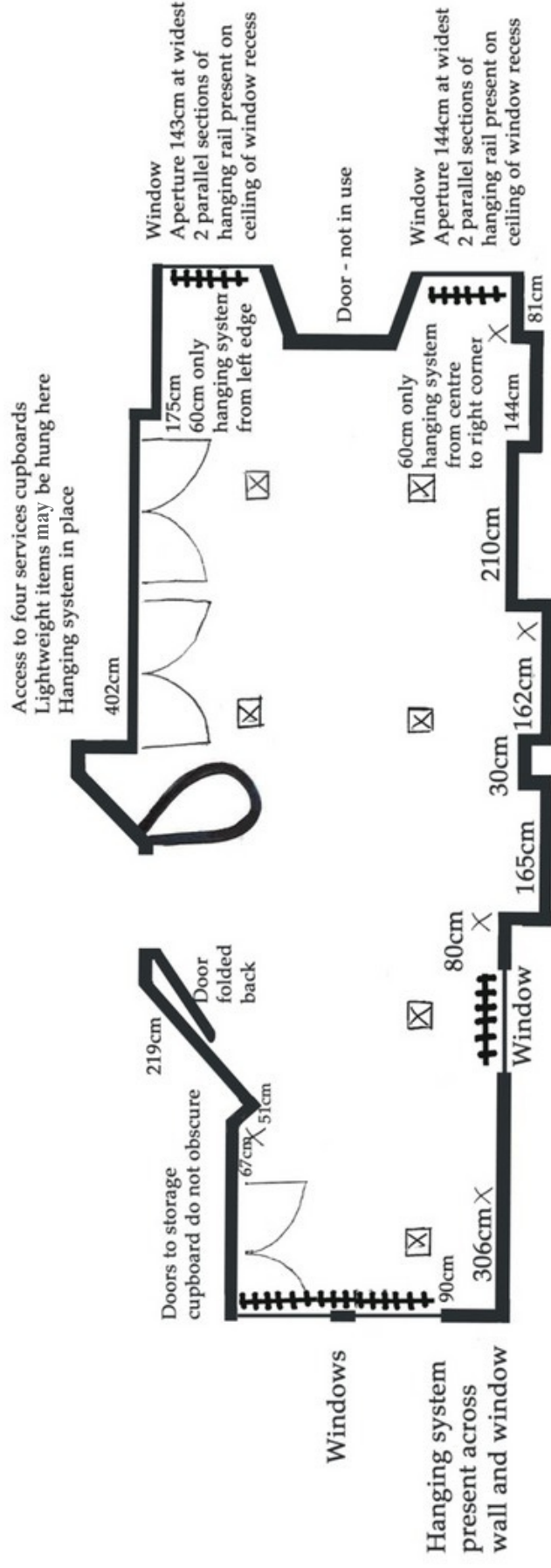
All submissions will be read by Geraldine Brennan, Community Arts Development Officer at East Lothian Council Arts Service, and Jo Moulin, Museums Officer at East Lothian Council Museums Service. The panel will base their decision on a range of factors including:

- The information provided in the artistic statement and the quality of work presented
- Whether the scope of the exhibition is realistic and manageable in the time frame and resources available.
- The diversity of voices represented through the exhibition season across the East Lothian Council galleries.
- The diversity of art forms represented through the exhibition season across the East Lothian Council galleries.

**Have any questions or need some assistance with your application? Our team is here to help!**

**Please also contact us if you require this information in an alternative format or have access requirements we need to meet to support you in making an application: [artsservice@eastlothian.gov.uk](mailto:artsservice@eastlothian.gov.uk)**

# Dunbar Town House Museum & Gallery | Floor Plan



All walls are 268cm from floor to ceiling

\* — Electric floor boxes + wall Sockets  
 +++++ — Radiators

○ — desk for staff — fixed

Plans traced and Simplified from  
 Scale plans. Drawn on A3

Rough Scale: 1cm on plan = 1/2 metre on the ground  
 1mm = 5cm