



FUNCTIONSUITE

Artlink Hospital Arts

Functionsuite Artlink Hospital Arts  
Exhibition Policy and Guidelines



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## WELCOME

Functionsuite programme and present exhibitions in galleries situated within NHS hospitals in and around Edinburgh & West Lothian. Here you will find information about the Functionsuite Galleries team, the gallery spaces and how to exhibit or work with us.

Kirsty Macdonald  
Gallery & Events Coordinator  
July 2009



## I. SOME BACKGROUND INFORMATION

The Functionsuite hospital arts programme is run by Artlink in the Edinburgh Royal Infirmary, Western General Hospital, St John's Hospital at Howden and the Royal Edinburgh Hospital. Whether you are a patient, a member of staff, community group, an artist or a visitor, we would like to encourage you to become involved in what we do.

Hospitals are full of talent. The activities we organise through Functionsuite involve staff, patients and visitors directly. We put on events, workshops and develop longer term projects in the public spaces and wards of the hospitals we work in. We also manage four dedicated gallery spaces:

- The Link Gallery at The Royal Edinburgh Hospital, Edinburgh
- St John's Gallery at St John's Hospital, Livingston
- The Gallery at The Western General Hospital, Edinburgh
- The Pelican Gallery at The Royal Infirmary of Edinburgh

The gallery programme supports a broad range of opportunities to exhibit. We present work of staff and patients through the open submission shows, and work made through a workshop or project.

We also draw on work from the wider amateur and professional arts community especially where there is a clear connection between the activity or artwork and the particular healthcare setting. Sometimes we present work which we think people will like or inspire a particular response. For example in the past years we have exhibited work from patients and staff in the Hospital Open Show, artists Jackie Donachie's investigation into Myotonic dystrophy, work created by the Livingston Arts Association and staff member and artist Jenny Pope's sculptures.



## 2. SO HOW DO I GET INVOLVED?

You can submit a proposal for an exhibition at anytime. A simple form is included with these guidelines and you can submit to: **[galleries@functionsuite.com](mailto:galleries@functionsuite.com)** or send to Kirsty Macdonald, Gallery & Events Coordinator, Functionsuite, 13a Spittal Street, Edinburgh, EH3 9DY.

We will respond to your enquiry within 10 days and let you know when your proposal will be considered.

Your proposal will be considered by a small group of Functionsuite staff and hospital representatives. This group meets as is necessary, but no less than 3 times a year. The group will use the following criteria to assess and prioritise exhibition applications.

- The work exhibited should have relevance to healthcare situations.
- The work exhibited should promote dialogue or exchange between the hospital community and exhibitors.
- The work exhibited should increase awareness of visual arts practice in healthcare situations.
- The artwork should be showcased to a high standard.

Please remember that the exhibition programme is organised a year in advance, so it will take some time from submitting a proposal to an exhibition in one of the galleries if your proposal is successful.



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### 3. A BIT MORE ABOUT THE GALLERIES...

To give you an idea of the particular 'local' dimension for each gallery here is a bit of background information:

#### **The Royal Edinburgh Hospital, Edinburgh The Link Gallery**

The Royal Edinburgh Hospital is a residential psychiatric hospital with several out-patient departments. The gallery is situated on the ground floor in a corridor linking two buildings; Mackinnon House and the Andrew Duncan Clinic.

Mackinnon House is the part of the original hospital building and houses the hospital administration, the canteen and several in-patient wards. The Andrew Duncan Clinic houses three admission wards which cater for very vulnerable patients for between two weeks and six months. The gallery corridor also houses the Patients Council and Circles Advocacy offices so it is a well visited place. Artlink have a good presence within the hospital with the Functionsuite programme office and studio based in a hut just outside the Mackinnon House main entrance.

The Royal Edinburgh Hospital  
Morningside Place  
Edinburgh  
EH10 5HF  
0131 537 6000



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## St John's Hospital, Howden, Livingston **St John's Gallery**

St John's Hospital in Livingston is a large general hospital serving Livingston and West Lothian. It has an A + E department and national specialist plastic surgery and burns units. The gallery is situated on the second floor adjacent to the dining room. Also on this floor are the children's ward and Plastic Surgery departments. The gallery is extremely busy during lunch and dinner periods and has a public telephone located within it. Functionsuite have a good presence within the hospital and good contacts with many local community groups and amateur and professional arts practitioners.

St John's Hospital at Howden  
Howden Road West  
Livingston  
West Lothian  
EH54 6PP  
01506 523 000



## The Royal Infirmary of Edinburgh **Pelican Gallery**

The Royal Infirmary of Edinburgh is a large purpose built PFI funded general hospital serving Edinburgh and the Lothians. The hospital also treats patients from across Scotland. It has a large and busy A + E department and is home to The Edinburgh University Medical School and The Simpson Centre for Reproductive Health as well as many other wards and departments. The gallery is situated on the ground floor adjacent to the Main Mall in the South Corridor. Also in this corridor are The Sanctuary, the A + E department and out patient wards.

The Royal Infirmary of Edinburgh  
51 Little France Crescent  
Old Dalkeith Road  
Edinburgh  
EH16 4SA  
0131 536 1000

## The Western General Hospital, Edinburgh **The Gallery**

The Western General Hospital is a busy general hospital with many day units and clinics including the Edinburgh Cancer Centre and the Maggie's Centre. The gallery is situated in the ground floor link corridor between the Anne Ferguson and the Alexander Donald buildings. The gallery is the largest of all the hospital gallery spaces and does not have wards or departments off it. The gallery has been open since October 2002 so is relatively new to the hospital. The corridor is used by staff to move equipment around the hospital and many patients and visitors using the WRVS shop and canteen located at either end of the corridor.

The Western General Hospital  
Crewe Road South  
Edinburgh  
EH4 2XU  
0131 537 1000

## 4. SOME PRACTICAL CONSIDERATIONS.

As the galleries are situated within busy working hospitals, special consideration needs to be given to the placing of artworks and to health and safety regulations. Specific consideration needs to be given to the placing of 3-dimensional work so that it does not constitute a physical obstruction within the space.

The walls of the galleries have been clad with MDF making installation quick and easy.

- The Link Gallery is approximately 2.3m high with the useable wall space being approximately 25.0m in length.
- St John's Gallery is approximately 2.3m high with the useable wall space being approximately 40.0m in length.
- The Gallery at the Western General has a bumper rail running the length of the gallery. The MDF cladding is therefore approximately 1.2m high and useable wall space is approximately 70.0m in length.
- The Pelican Gallery has MDF cladding approximately 1.2m high above bumper rail height (although this has been removed). The useable wall space is approximately 40m in length.

All 2-dimensional work will need to be framed or displayed behind perspex. Frames will be secured in the galleries using mirror plates. It is compulsory to use perspex rather than glass within the frames in The Link Gallery. Functionsuite Galleries have a stock of frames and may be able to assist with framing requirements.

The Link Gallery and St John's are covered by CCTV but the spaces are not invigilated. Insurance for artworks within the galleries will need to be provided by the exhibitor. All electrical equipment must be tested by the hospital electricians before it can be used in the galleries.

## 5. GET IN TOUCH!

If you need further information or any help in filling in the exhibition application form, please contact:

Kirsty Macdonald

Gallery & Events Coordinator

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