



# ARTS ORGANISATION/OFFICE

# Information Kit

## SALAMANCA ARTS CENTRE

03 6234 8414 | [INFO@SAC.ORG.AU](mailto:INFO@SAC.ORG.AU) | [WWW.SAC.ORG.AU](http://WWW.SAC.ORG.AU)  
SALAMANCA ARTS CENTRE, 77 Salamanca Place, Hobart, Tasmania



# INDEX

<b>About Salamanca Arts Centre</b>	<b>3</b>
Our Vision	3
Our Strategic Priorities	3
Our Purpose and Aims	3
Our Aims	3
Our Core Values	3
What SAC is and does	3 - 4

---

<b>SAC Office Spaces</b>	<b>5</b>
Location	5
Size	5
Cost	5
Facilities	5
Conditions & Restrictions	6
Access & Keys	6
Length of Residency	6
Upgrades to Offices	6

---

<b>Application &amp; Assessment</b>	<b>7</b>
Eligibility	7
Application	7
Assessment	7

---

For initial enquiries and further information please contact  
**Sheridan Legg, Operations Coordinator**  
at Salamanca Arts Centre:  
77 Salamanca Place, Hobart, Tasmania 7000  
03 6234 8414 | [info@sac.org.au](mailto:info@sac.org.au) | [www.sac.org.au](http://www.sac.org.au)

# ABOUT

## Our Vision

Enriching Community through Contemporary Arts Practice

## Our Strategic Priorities

Salamanca Arts Centre (SAC) has identified four Strategic Priorities:

Our Support of Art and Artists  
Our Buildings and how we use them  
Our Capacity to Connect with Communities  
Our Governance, Sustainability and Viability

## Our Purpose and Aims

To enrich creativity throughout Tasmania.

We support contemporary artists with resources and opportunities to make new work, to engage with other artists and to share their practice with the world.

We enliven our spaces with activities of creating, innovating, making, communicating and connecting, to ensure the continuing relevant and value of the nationally significant Salamanca warehouses.

We enable diverse communities of artists, producers, audiences and visitors to engage with the arts in ways that enrich their lives and expand their vision.

## Our Aims

SAC's aims are to enable artists to create new works of national significance, to enable artistic entrepreneurship, to manage our buildings responsibly and ethically, and, through respect, guidance and inspiration, to foster connections between artists and audiences. Central to achieving our Purpose are the individual artist's studios, our art and design retailers and other arts organisations who choose to make their home within Salamanca Arts Centre's buildings and beyond, through our programs and support.

## Our Core Values

In everything that SAC does, we adhere to the core organisational values of:

- Stewardship
- Diversity
- Integrity
- Excellence
- Dynamism

## What SAC is and does

Salamanca Arts Centre (SAC) is a not-for-profit Arts Centre formed in 1975 as an incorporated association and established in 1977 in buildings owned by the Government of Tasmania and leased to SAC to manage as a Community Arts Centre. In 2009 Salamanca Arts Centre became a Company Incorporated by Guarantee.

SAC will continuously strive to be locally valued and universally recognised for our support of artists and the development and presentation of new works of national significance.

SAC is the custodian of seven heritage buildings and manages these buildings on behalf of the people of Tasmania. SAC is home to studio artists in residence, numerous arts organisations working across the visual and performing arts, festivals & events, literature, writing & film, and to designers, makers, retailers of, and commercial galleries for contemporary art and design.

SAC also manages a suite of venues including the [Peacock Theatre](#), [Long Gallery](#), [the Founders Room](#), [Sidespace Gallery](#), [Kelly's Garden](#), [Courtyard](#), [Top Gallery](#) and the [Lightbox](#). Our venues showcase SAC's curated and programmed events as well as our Access Programs for community and independent performances, art exhibitions and other arts themed events and projects.

Operating parallel to the management of the buildings and venues, SAC works with local, interstate and international artists, working across all art forms, to conceive and develop new works, and to present those works to local and visiting audiences. We work to connect the local and the global.

The staff at SAC are a team of dedicated, passionate and committed arts administrators, whose collective skills, qualifications and experience are invested into supporting artists to realise their creative endeavours and to generate a livelihood from their art practice.

SAC's arts and public programs are supported by Arts Tasmania, City of Hobart, Australia Council for the Arts, and philanthropic trusts, donors and sponsors. An estimated 280,000+ visitors and locals pass through SAC's doors every year, visiting galleries, exhibitions, performances and community events.

Approximately 200 people are now directly employed by the 60 arts organisations based at SAC. These organisations, resident artists, retail galleries and their activities collectively contribute an estimated \$50M annually to the Tasmanian economy. An estimated 6000+ artists are represented across a year through the combined activities of all SAC's resident organisations, venues, events, exhibitions, projects, residencies and memberships.

An estimated 6000+ artists are represented across a year through the combined activities of all SAC's resident organisations, venues, events, exhibitions, projects, residencies and memberships.

# SAC OFFICE SPACES

Salamanca Arts Centre (SAC) supports a vibrant, creative sector in a number of ways, including providing affordable space for Arts Organisations and Festivals.

---

## Location

SAC Office Spaces are located on Level 1, 2 and 3 of the building.

All Offices have fluorescent and natural light, with windows overlooking Salamanca Place, Kelly's Garden, Wooby's Lane or Salamanca Square. Depending upon the location, some offices have barn doors that open onto Salamanca Place.

There is full lift / level access to Offices located on Level 2 (with the exception of Space 229) making these offices wheelchair accessible. Unfortunately Offices on Level 3 can only be accessed via stairs.

## Size

SAC Offices range in size from 48m<sup>2</sup> to 140m<sup>2</sup>.

## Cost

The rent for each Office is based on valuation in accordance with size, location and amenities offered.

Rent includes certain outgoings. CPI and Market Rent Evaluation increases are applied to rent accordingly on 1<sup>st</sup> March of any relevant year.

Rent is payable monthly in advance, and is due on the first day of each month.

Bond equivalent of one month's rent is required.

## Facilities

Office facilities include:

- NBN Connection Ready
- Fluorescent and natural light, with at least one window
- 24 hour access
- Security Patrolled
- Shared sink / cleaning facilities
- Shared kitchenette facilities
- Shared unisex toilet facilities
- Lift Access\*
- Access to Meeting Room at Not-for-Profit Rates
- Access to photocopying / laminating facilities via SAC Administration. Charged at reduced rates

*\*Restricted in some locations*

## Conditions & Restrictions

- All Offices are work spaces – they are NOT residential.
- Smoking is NOT permitted anywhere inside the buildings.
- Residents are responsible for the cleaning of their own Office. Common areas will be cleaned by a SAC employed cleaner.
- Not all Offices are 100% sound proof, so there may be some sound bleed between adjacent Offices (particularly those above and below). Residents must ensure that noise is not excessive and does not disturb other residents.
- All SAC Offices are NBN Connection Ready. However it is the responsibility of the Resident to arrange connection and pay for phone / data packages via their chosen provider.
- Residents are advised to have standard Public Liability Insurance cover (\$10 million dollar cover), and Contents Insurance for their personal items.

## Access & Keys

Residents have 24 hour access to their Offices and will be issued with one set of keys. Should keys be lost, this must be reported to SAC immediately. Replacement keys and all associated costs will be billed to the Resident.

SAC is Security Patrolled, but it is the Residents' responsibility to ensure that all doors and windows are secured.

## Length of Residency

Successful Residents are initially offered a three-year term in which to consolidate their Organisation / Business within the context of the SAC environment.

Residents can then apply for five-year terms.

Residency Terms of less than three-years may be offered in special circumstances.

## Upgrades to Offices

Residents are responsible for the upgrade to Offices. A Project Plan, including timeline and budget, for any proposed upgrades to Offices must be submitted to / and approved by SAC prior to the commencement of any works. For more information, please contact the Buildings & Facilities Manager.

All upgrades to Offices must be in harmony with the modern industrial aesthetic of the existing building fabric.

- Existing building fabric must remain exposed to facilitate interpretation;
- Wall surfaces are to be white unless by prior SAC approval;
- Ceiling finish to be left untouched (unless previously painted in off-white or charcoal);
- Flooring alterations must preserve existing features, ie. Expose if safe to do so or cover with underlay and carpet (charcoal or sandstone colour);
- Lighting shall be environmentally sustainable.

# APPLICATION & ASSESSMENT

For all initial enquiries please contact the Operations Coordinator via email:  
[info@sac.org.au](mailto:info@sac.org.au)

Or consult the SAC website for available Office Spaces:  
<https://www.salarts.org.au/portfolio/availablespaces/office/>

---

## Eligibility

Arts Organisations working within any medium or hybrid area will be considered, however regard should be given to the limitations and suitability of available Office spaces.

Arts Organisations are expected to contribute to and maintain the climate of exchange of creative ideas and activities with the arts centre.

## Application

All applications for SAC Offices must be submitted online via the SAC website. Applications by any other means will not be accepted.

## Assessment

**All applications will be considered by the SAC Tenancy Assessment Panel.**

**Applicants will be notified of the outcome of their Application via email.**

**All decisions are final and no further correspondence will be entered into.**

Please note that the application process is highly competitive.