

Excursion Management Information

The following information has been compiled to assist you to plan for excursions to PICA in 2023.

Name of organisation	Perth Institute of Contemporary Arts (PICA)
Physical Address	51 James St, Northbridge (Perth Cultural Centre)
Phone Number	(08) 9228 6300
Website Address	www.pica.org.au
Postal Address	GPO Box P1221, Perth WA,6844
Email Address	https://pica.org.au/learning/
Contact Person	Jenn Garland – Learning, People & Culture Manager jenn.garland@pica.org.au
Purpose of the Excursion	
<p>Inspire students by exploring new points of view and different cultures through hands-on experiences with contemporary art at PICA. Free school tours, arts experiences and activities can be tailored to the needs, abilities, and interests of your class. Either join our knowledgeable staff for a discussion or follow your own path in a self-guided experience.</p> <p>Our diverse program spans physical and digital spaces, combining visual arts, performance, music, and emerging media. Make connections across learning areas to significant aspects of young people’s lives by exploring creative responses to pressing global issues at PICA.</p> <p>An excursion to PICA can help students to:</p> <ul style="list-style-type: none"> • connect with curriculum content in new and exciting ways • be respectful of, and knowledgeable about, different styles and forms of art • appreciate interdisciplinary creative practice across art forms • have confidence and enjoyment when making and responding to art • find purpose and create meaningful, original outcomes • develop empathy and self-awareness • be aware of media and communications practices as both producers and consumers • develop ethical understanding and awareness of the influence of values and behaviour • learn how identities are shaped in diverse contexts • value their own cultures, languages, and beliefs and those of others • think critically and creatively • consider alternatives and different types of knowledge to solve problems • plan, produce, present, and design artworks which communicate meaning • reflect upon and apply different methods, materials, techniques, forms, and styles of art • develop skills and techniques to analyse art 	

Place & environment

PICA sits in the heart of Boorloo (Perth) on Goolgoolup, part of a chain of freshwater lakes and wetlands.

At PICA we recognise that we are situated on the **unceded** lands of the Whadjuk people of the Noongar nation and pay our respects to Elders past, present and those emerging in the community. We acknowledge all First Nations people and the importance of their contribution, care and continued connection to culture, community and Country.

PICA is in the Perth Cultural Centre which is also home to WA Museum Boola Bardip; The Art Gallery of Western Australia - AGWA; State Library of Western Australia; and State Theatre Centre of WA. Student learning can be reinforced and connected at PICA with education programs offered by other cultural institutions.

PICA is housed in an iconic heritage building. It features three galleries: the main gallery on the ground floor and the Upstairs Gallery and Screen Space on the first floor. The main gallery branches out into three smaller open exhibition spaces. There are three additional studio spaces on the first floor as well as the PICA Hub on the Ground floor. PICA's Performance Space is housed within the building and seats 110. There are public toilets on both floors, baby change facilities and a lift.

Join us in the *PICA Hub* - a welcoming space for people of all ages and backgrounds to participate in art activities. Artist-designed all-ages activities based on principles of slow-making and craftivism promote wellbeing, mental health, and creative play. Recycled materials sourced from the REmida WA reuse centre encourage working together for a sustainable future.

Accessibility

ACROD Parking - in the City of Perth carpark at the Cultural Centre is easy to access from PICA.

Entry - to the PICA building is accessible for wheelchairs and mobility aids through the wide front entrance gates and automatic sliding glass door.

Lifts - A lift in the foyer can be accessed by a range of mobility aids to enter the ground floor and first floor. A lift within the Performance Space entrance provides wheelchair access to the seating bank.

Accessible & all gender bathrooms - on the first floor are equipped with handrails, automatic soap dispenser, and an assistance alarm which alerts staff at the front desk.

Baby change facilities – are available in the upstairs accessibility toilet.

Braille wayfinding – signage is available throughout the building and lift.

Handrail tactile indicators - assist those who are blind or have low vision to safely negotiate stairs by indicating where the stairway ends.

Tactile tours – are provided in partnership with DADAA, WA's leading disability arts body, during each exhibition season.

Large format text – is available at the Front of House foyer for exhibition room sheets.

Audio Description Service – is available for selected performances.

Auslan interpretation– is provided for exhibition openings and selected performances.

Access seating – for people using mobility aids and their companions is available in the performance space in the front row.

In house wheelchair – contact us on 92286300 to book for use during your visit.

Sensory friendly sessions – can be arranged upon request to provide a comfortable environment that supports children and adults with Autism and specific sensory needs.

Getting Here & Transport

Transport is arranged by the school.

Charter buses - can drop off and collect students from Beaufort Street near the corner of James Street.

Walk from the city - across the Perth Train Station pedestrian bridge or through Yagan Square.

Bus to Perth Busport - then walk up William Street to the west entrance of Perth Cultural Centre at James Street.

Train to Perth Train Station - then make your way across the foot bridge to the Perth Cultural Centre.

Cat Bus - the Blue Cat stop 5 (Beaufort St entrance to Perth Cultural Centre), Stop 12 (Corner of James St and Francis St).

City of Perth Parking: - State Library Car Park, Francis Street - Cultural Centre Car Park, Roe Street (Northbridge)

Students' Capacity

PICA offers experiences and activities for different ages, which are tailored to the needs and abilities of your group.

The PICA website contains information about suggested content suitability, as well as warnings, and descriptions of sensory experiences. For any clarifications on warnings or questions about content, please contact jenn.garlanda@pica.org.au

PICA provides accessible services including translated and large format exhibition texts, along with Auslan interpretation and audio description, to a variety of performances.

Please advise if you have any students with accessibility requirements or sensory needs (including education support and EALD) so we can try to maximize the benefit of their visit.

Supervisory Team

Duty of care remains with the school who is responsible for providing an appropriate supervisory team. The supervisory team should remain with the group for the duration of their visit and are responsible for specific requirements of students, and for intervening if student behaviour is inappropriate. It remains the responsibility of supervisor to ensure head counts are conducted.

PICA has no limit on group sizes but recommends 15-20 as an ideal number of students per group. Large groups exceeding 25 students can be accommodated by splitting into two smaller groups.

Recommended student/staff ratios are:

- At least one teacher/ adult for every 15 students in K- year-1
- At least one teacher/adult for every 20 students in Years 2-12
- At least one teacher/adult for every 25 tertiary level students
- Any groups of over 25 students require at least two teacher/adult supervisors.

PICA's staff are positioned around the building and may assist you during your excursion.

Please be aware that members of the public and other schools may be visiting the building at the same time as your school.

We appreciate students demonstrating courteous behaviour towards other visitors, and refraining from running, shouting, and touching artworks (unless they are interactive or participatory).

External Provider Information

All PICA staff who supervise students in workshop settings have a current Working with Children Check.

Our public liability insurance limit is \$20 million and we are insured by Ansvar Insurance Limited.

Our Certificate of Currency can be downloaded from our website.

Identification of Excursion Participants

Schools are responsible for selecting an appropriate method of identifying students and school staff. It is preferable, but not essential, that students wear their school uniforms.

Communication Strategies

It is the responsibility of the school group to ensure appropriate methods of communication amongst the group have been established.

PICA staff will be responsible for communicating with the audience, including school groups, via emergency management systems in the instance of an evacuation.

PICA has normal mobile phone reception, and we recommend that the school supervisory team have mobile phones for use during the excursion.

COVID-19 Safety

The safety of our patrons and staff is our main priority at PICA. All visitors are asked to follow the current WA State Government COVID-19 Guidelines.

If you are feeling unwell with cold/flu symptoms, we ask that you stay home and follow the latest State Government guidelines around testing and isolating.

We encourage 1.5m physical distancing and good hygiene. Hand sanitizing stations are located throughout our venue for your use.

If you have any questions, please don't hesitate to contact us at info@pica.org.au

Emergency Response Plan

Schools will have their own Emergency Response Plan considering the specific needs of their students. In the event of a site emergency, school supervisory teams are responsible for managing the movement of students under the direction of venue staff. School supervisory teams must ensure an appropriate supervisory team to further support these procedures.

PICA advises school staff to have access to a list of names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors.

All PICA staff are trained in evacuation procedures and our priority is to ensure the safety of our visitors. For further information, please contact jenn.garland@pica.org.au

PICA has an Emergency Response Plan which can be provided upon request. It includes details of:

- Evacuation procedures and assembly areas.
- Emergency equipment and phone numbers.
- Emergency alert signals and alarms.

Briefing Students and Supervisors

To ensure a safe and enjoyable excursion to PICA, it is recommended that the teacher-in-charge communicate all relevant information to their students and supervisory team prior to your visit.

To prepare for a visit, supervisory teams are encouraged to visit the exhibition prior to the excursion and to access the education resources available on the PICA website.

Before commencing your tour, a PICA staff member will address your group to:

- direct students to leave school bags in a secure location at front of house reception.
- welcome you to PICA and deliver an acknowledgement of country.
- give a brief overview of PICA's history and role as a contemporary art institution.
- brief students and school supervisors on the behaviour guidelines for the galleries:

All visitors must observe the instructions of PICA staff while in the building and:

- maintain appropriate distance from artworks and not touch unless directed by PICA staff.
- show respect to other visitors by keeping volume to a minimum.
- avoid overcrowding a particular section of the exhibition.
- not run in the gallery.
- not eat or drink (water bottles excepted) in the gallery.

Photography

Photography in the galleries is for personal, non-commercial purposes only. Please request prior permission if you wish to use flash photography or tripod. We love to see photos of your visit – you can email them to info@pica.org.au or tag us on social media with [@pica_perth](https://www.instagram.com/pica_perth) and [#picaperth](https://www.facebook.com/picaperth).

PICA staff may request photographs of school groups for marketing and communications purposes. Photography of this nature will not be undertaken without signed image release forms.

Please note that photographing or recording the Gallery guide's talk is not permitted unless you have asked for their permission.

Other Relevant Details

PICA's galleries are open to schools and the public: Tuesday - Sunday, 10am - 5pm

Please contact us to make a booking on 9228 6300, Monday - Friday, 9.30am - 5pm

Our postal address is: G.P.O. Box P1221, Perth, WA, 6844

If you require any additional information or wish to discuss any aspect of your visit please contact our Learning, People & Culture Manager or visit our website: www.pica.com.au.

This information is valid until 31 December 2023

