

# Artworks



The Painted  
**Turtle**  
Gift Shop & Gallery

## Member Artists Policies and Procedures

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## **Membership Fees**

Artist membership year is January 1 to Dec 31. Membership fees are \$50.00 for a full year. New members that join later in the year will pay a prorated fee, consisting of -\$4 for each month after January that they were accepted. (Example – February \$46, March \$42, etc.) Artists who join after September 1<sup>st</sup> will pay a member rate of \$18 for the remainder of the calendar year.

Membership fees cannot be deducted from sales due to accounting practices. Membership fees must go through Point of Sale in the Gift Shop.

## **Presentation of Work**

### Framed 2 Dimensional Art

Each artist may have up to five pieces unless otherwise designated by the Gift Shop Manager. Hanging wire placed 1/3 from top of frame to allow for hanging and facilitate viewing. Works in standing frames do not need to have hanging wire. Other hanging devices at the discretion of the gift shop manager.

### Prints 2 Dimensional Art

Prints and unframed originals must be labeled, matted or mounted on foam board and enclosed in clear plastic display sleeves/envelopes. Artworks does not provide these materials. The quantity of pieces is limited by available bin space.

### 3 Dimensional Art

Up to 20 items dependent on display space, at the discretion of the Gift Shop Manager.

### Jewelry

Quantity is dependent on display space available. Earrings should be attached to thick cardstock or formal display cards that have the capability of hanging on a jewelry rack. Cards should be large enough for price tags or have a hangtag (provided by the artist) where the price sticker can be placed. Cases pre-approved by the Gift Shop Manager may be used to display work.

### Textiles and Furniture

Quantity is dependent on display space available.

### **Display Hardware and Supporting Structures**

Display hardware, small easels, stands or other supporting structures provided by the artist must be labeled discretely "NOT FOR SALE" and include the artist's name. This label should be secure or permanent. Artworks is not responsible for labeling artist's hardware or replacing unlabeled and undocumented hardware or supporting structures.

If supporting structures are included with the piece, label "PART OF SALE".

Unused display hardware or supporting structures must be picked up by the artist unless additional work to be displayed on the structure is brought in. Artworks will notify the member when an item needs to be picked up and is not responsible for keeping or storing unused display hardware or supporting structures after 30 days of this notification.

Other items that do not fit the above categories, contact the gift shop manager for guidelines.

### **Inventory Recording**

Every artist will fill out an inventory sheet (available online or in the gift shop office) for addition or removal of pieces. Works will be stored in the gift shop office until they are entered into POS and tagged. Any materials used for transport of pieces will be stored in gift shop office, in designated cabinet/area. Artworks will notify the artist that the materials are ready to be picked up and will hold onto the materials for 30 days. Labeling of boxes with artist's name is required. Materials that are too large to store in the office will be stored gift shop attic. If packing materials are not picked up within 30 days of notification they are subject to being discarded unless other arrangements have been made with the Gift Shop Manager.

New inventory will be entered into POS by the Gift Shop Manager on regularly scheduled day that will be posted in the gift shop office. Please contact the Gift Shop Manager about the current inventory schedule.

Labeling and placement of pieces are by the Gift Shop Manager or designated Gift Shop Volunteers.

If you'd like, you may request a POS inventory list by mail, phone or email at any time and it will be provided for you within five business days.

Artist are responsible for keeping up with their inventory and reporting errors found to the Gift Shop Manager. It is encouraged that artist review their inventory quarterly. The Gift Shop Manager will send an annual review form out for approval once a year at which time you will be required to sign off once you have approved and agree that it is accurate.

## Signage

Artworks provides name signs for placement by the artist's work and on the bins. Artist may provide business cards to be displayed with their work. Personal business information is allowed to be attached to the back of the work of art.

Artworks posts individual artist biographies and a photo if information is provided by the artist.

## Gift Boxes

Artworks provides gift boxes and wrapping for customer purchases. If an artist has specialized packaging we will store this in the cash wrap area and attempt to utilize that packaging with sales. If appropriate, specialized packaging will stay with the item while on sales floor. Items with specialized packaging will be noted with a red P on the price tag.

## Artist Pay

Artist payments are made by the 30<sup>th</sup> of the month and reflect sales from the previous month's sales.

(Example – November's sales will be reflected in the paycheck issued by December 30<sup>th</sup>)

Artist commission is calculated as follows:

Baseline rate is 60% for artists on works sold.

To receive a 75% commission, the artist is required to complete and document eight (8) hours per month of volunteer service to Artworks, 96 hours per year.

## Volunteer Service Hours

The list of service opportunities are listed in Addendum 1. An artist's volunteer service hours must be logged by the final day of the month in which they will be used. Eight hours per month are required for commission rate of 75% and it is the artist's responsibility to document hours spent volunteering or jobs approved for increased commission by a staff member of Artworks. All hours will be documented by the artist. If an artist forgets to document hours for the current time period, those hours may be added for the next month's calculations. The forms to document hours are in a binder labeled "Service Log" at the gift shop cash register.

Tabulation of volunteer hours will occur by the second Wednesday of each month.

Financial gifts, donations, community service performed in lieu of standard volunteer tasks need to be arranged with the Gift Shop Manager.

Family members may donate volunteer hours or tasks for artist members, but this must be approved by the Gift Shop Manager.

Hours may be banked. If 16 hours of volunteer service are completed in one month, the hours will carry over to the next month's requirement. Likewise, once 96 hours are completed, no more hours are required to receive the 75% commission rate for the remainder of the year. No more than 40 hours can be carried over from the previous year.

Eight (8) hours are deducted every single month from the artist's total hours worked regardless of how many items have been sold.

Example

		Carryover Hours from Previous Year		5		
Date	Description of Service	Hours	Total	Rate		
January	1/2/2017	Gala Committee	4	9		
	1/10/2017	Gift Shop	4	13		
	<b>Subtract January Hours</b>			-8	75%	Artist sells \$100 in merchandise.
	<b>Total</b>			5	75%	Artist check will be \$75.
February	2/15/2016	Gala Committee	3	8		
	<b>Subtract February Hours</b>			-8	75%	Artist sells \$0 in merchandise.
	<b>Total</b>			0	75%	No hours for March
March	<b>Subtract March Hours</b>			-8	60%	Artist sells \$50 in merchandise.
	<b>Total</b>			0	60%	Artist check will be \$30.

**Off-Site Exhibits**

Off-site exhibits are made by arrangement of the Gallery Team Leader or the Gift Shop Manager. These exhibits serve to increase community contact with our artists' work and improve recognition of Artworks. Examples of offsite exhibits may be Revolving Exhibits each summer to community banks, exhibits to neighboring nursing homes, FOTA art walk, or empty windows of unoccupied downtown storefronts.

Pieces included in these exhibits are removed only with artist permission and documented.

Pieces may only be removed by approved volunteers, Gallery Team Leader or Gift Shop Manager. Pieces in off-site exhibits can be sold. Transactions will take place at Artworks and will be coordinated with the Artworks gift shop.

## Commissions

Customers frequently ask about artists that do commissioned work. Artworks will contact an artist with the customer's information for the artist to accept or decline the commission. The negotiations will then transfer to artist and customer. Any commission facilitated by Artworks is subject to the normal consignment rates. An artist's consent for commissions is documented in the annual artist information updates.

## Quality Control

The Jury Committee will be asked to evaluate any changes in artist's work while a member. Changes include new mediums or decreased quality of work. The jury will also be asked to consider works that may have copyright infringement.

In conjunction with the gift shop manager, Jury Committee's decisions will be conveyed to the artist and suggestions made to keep the artist and/or work in Artworks.

Any issues that cannot be resolved by the Jury Committee, Gift Shop Manager, and artist will go to the Executive Director and President of the Board for further consideration.

## Removal or Storage of Art

In the event that an artist wishes to remove art for personal use or display elsewhere, the Gift Shop manager must be informed and an Inventory sheet must be completed. Artwork may only be removed during the gift shop's regular open hours of operation. Gift shop volunteers do not have the authority to open the shop during unscheduled hours to allow for artist's to make changes. In the event that an artist does need to come in during closed store hours, the artist is required to make arrangements with the gift shop manager *at least* three (3) days prior to the date in which the artist would like to come in.

### Long term removal (greater than one week)

Items will be documented in POS and removed from inventory. An inventory sheet must be completed.

### Short term removal (two weeks or less)

Signage may be placed in the open spots, such as "watch this space for new display." No change is made in POS until one week passes. Gift shop team will replace returned pieces. An inventory sheet must still be completed for documentation purposes.

### Temporary Storage (three months or less)

There are times that some pieces of work will be stored in the art storage area during rotation of displays or if space is limited. Every attempt will be made to store only work that fits one of the following situations:

Art is on display over 6 months, if membership is not paid by February 28<sup>th</sup>, or artist has more pieces in the gift shop than allowed in the guidelines for that medium, and space in gift shop is limited.

Member artists that will be out of town for extended periods may store up to 10 works at Artworks to be rotated through the gift shop during their absence. Contact gift shop manager for approval.

Artworks does not currently allow for long term storage of art.

### **Abandoned Art**

In the event that art is abandoned by artist, Artworks will sell pieces at auction or in the gift shop for Artworks' benefit.

Artworks will contact artist that has not paid membership by Feb 28 by certified letter.

Notification that membership has expired and unclaimed art will become Artworks property unless arrangements are made for pick up by artist.

A form and return envelope will be enclosed with notification that allows the artist to indicate that the works are donated to Artworks or that they will be picked up by a designated date. No response to the certified letter will be considered abandonment of artist's work and Artworks will designate the work as AW inventoried items.

### **Missing or Damaged Art**

Policy in process. Currently handled on a case by case basis.

### **Addendum 1**

#### **Volunteer Service Opportunities**

Board Member: meets 1-2 hours once a month, asked to participate on one other committee as Board rep.

Committee participation: Meet 1-2 hours a month, additional tasks as dictated by committee function.

Gala/Event

Resource Development Committee

Jury Committee

Marketing Committee

Communications Committee



Design Advisory Committee

Reception Committee

Gallery Team

Gift Shop Aesthetics Team

Data Entry

Facility Maintenance

Rental Facilitating Team

\*Major tasks:

Christmas card design

Carpentry

Donation of art for collaborative works

Donation of large furnishings for gallery/gift shop space

\*Community volunteer:

Festival of the Arts

Artworks Representative at downtown or other community events

\*Hours for these tasks will be mutually agreed by the artist and Gift Shop Manager and properly documented.

8 hours per month qualifies the artist for 75% commission.

You and only you, will be responsible for documenting volunteer hours in the artists books in the gift shop. If you miss a time, you may add it in retroactively, but the commission rate applied to a certain month will be calculated with information available at the specified time.

### Acknowledgement and Receipt

Please complete this form and return to Artworks after reviewing the policies and procedures.

Name \_\_\_\_\_ Artist Number \_\_\_\_\_

Accepts Commissions

Off-site Permission

I accept the current Artworks Policies and Procedures (available for review online or in writing by request) and have reviewed the above information for accuracy.

\_\_\_\_\_  
Artist Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Gift Shop Manager Signature

\_\_\_\_\_  
Date