



## Prospective Artist Information

Artworks is a non-profit organization for the humanities and the arts located in Big Rapids, Michigan. Its mission is to initiate and support humanities and arts activities that enrich our lives, nurture our creative effort and vitalize the community. The gift shop is the artist showroom of Artworks. Artworks is led by a board of Directors with artist representation.

**Artist Member Eligibility:** Any Michigan artist may submit work to sell in the gift shop. Only original works completed outside a classroom environment are accepted. Candidates must be 18 years of age. Work must be suitably framed or otherwise ready for sale and display. Artists must supply with copyright permission if the art includes works of any other entity, i.e., collages and music.

**Jury Process:** All work for Gift Shop display and sale must go through the jury process. The Jury Committee meets monthly to review new artist submissions. Items to be juried must be delivered to the gift shop with completed paperwork by close of business on the Tuesday before the meeting.

The current jury meeting schedule is the third Thursday of each month.

**Submissions:** Work submitted to the Jury Committee for new artist membership should include 2 to 3 sale ready pieces and 5 to 7 representations of other pieces. Photos, slides or portfolios are acceptable. Please present work that shows consistency and that is representative of your best work. A short professional biography should also be included and should be no longer than two paragraphs. Artists will be notified of the jury's decision.

**Fees/Commissions:** All artist members are required to pay an annual membership fee of \$50 and are entitled to submit work to be exhibited in the gift shop or for entry into any open exhibit throughout the year. The membership fee is prorated for artists who join later in the year. There is a commission split of 60%/40% for members who do not volunteer and 75%/25% for volunteering artists.

**Volunteering Artists:** Artworks operates through volunteer efforts and all members are encouraged to spend a few hours each month in the Gift Shop or Gallery. The minimum hours required to enjoy the 75%/25% commission split are 24 hours each quarter (8 per month). Volunteering as a clerk in the Gift Shop is one of the best ways to accrue hours but there are other jobs available. Hanging exhibits, helping with receptions and fundraising are just a few examples of ways in which our artists earn volunteer hours. All volunteer hours must be negotiated with the gift shop manager.



**Publicity:** Artworks reserves the right to reproduce artwork for publicity purposes.

**What next?** If you are ready to submit your work to the jury for sale in the gift shop, please fill out this packet. Bring the completed packet and examples of your work, as listed in the Submissions section, to the gift shop on or before the Tuesday preceding the next Jury Committee Meeting. An Artworks representative will contact you after the meeting to discuss next steps, answer questions, and guide you.

### Membership Request Form

All Information is Required

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

\_\_\_\_\_

Mailing

Address: \_\_\_\_\_

\_\_\_\_\_

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Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Artworks operates through volunteer efforts and all exhibiting members are encouraged to help in any way possible. 24 hrs. per quarter is the minimum required to qualify for the 75%/25% commission split and to be considered a volunteering artist. There is a commission split of 60%/40% for non-volunteering artists.

I would like more information on ways to volunteer.

Artworks: Big Rapids Area Arts & Humanities is a 501(c) 3 nonprofit organization  
106 North Michigan Avenue | Big Rapids, MI 49307 | 231-796-2420 | [www.artworksinbigrapids.org](http://www.artworksinbigrapids.org)



I am unavailable to do volunteer hours at this time.

Artworks pays artists for class time on an hourly basis. Teaching hours do not count toward the working commission. With prior arrangements, you may volunteer teach instead of being paid and this would go towards volunteer hours.

Are you interested in teaching a class?  Yes  No

Please submit this completed form with the work you provide for jurying.

Have you been an artist member in the past?  Yes  No

Will you accept commissioned work?  Yes  No

**For Office Use Only**

Fine Arts Committee	Accepted	Declined	Deferred	Date: _____
Craft Arts Committee	Accepted	Declined		Date: _____

**Biographical Information**

Name: \_\_\_\_\_

Education  
(Optional): \_\_\_\_\_



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Medium: \_\_\_\_\_

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Retail Price

Range: \_\_\_\_\_

Tell us about yourself and your art! Our Jury Committee wants to know about you!

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