



8210 Menaul Blvd., NE, Albuquerque, NM 87110 | (505) 292-9333 | thegalleryabq.com

MEMBERSHIP INFORMATION

The Gallery ABQ is an artist-owned gallery of fine artists and craftspersons. The purpose of the gallery is to promote art by New Mexico artists.

The gallery is administered by an elected board with approval of major issues by the general membership. General elections are held annually. The fiscal year runs from January 1 through December 31. Members are required to sign and abide by the operating agreement and the gallery procedures.

Gallery Sitting

One of the special qualities of being an artist-owned gallery is the presence of an exhibiting artist in the gallery, which enhances our interactions with patrons.

- Each member sits the gallery 1 to 1.5 days per month, or as required to cover daily operations.
- No doubling-up until all time slots are filled.
- Gallery hours are 10:00 AM to 5:00 PM Tuesday through Saturday. We are closed on Sundays, Mondays and for the major holidays.
- The Gallery participates in the First Friday ARTScrawl and is open late, from 5:00 – 8:00 PM. Members are expected to attend the events.
- Some accommodation can be made for persons employed during the week to work only on weekends, but all gallery members share equitably in tending the gallery and weekend shifts are generally shared by all members.
A trained non-member gallery sitter may be hired if a trade cannot be arranged with another member. The paid sitter is reimbursed by the member engaging her/him in the amount of \$40 per day. Use of a paid sitter is not encouraged on a regular basis. A substitute should be used if a member is unable to sit the gallery because of bad weather or some other reason.
- Members sign up on a calendar in advance of the following month and are responsible for working that time. A member who fails to sit the gallery at his or her assigned time shall reimburse the gallery \$20 per half day.

Appointed Positions and Committee Assignments

- Each member must serve on at least one committee. Members may be asked to assist on another committee at times of special need, such as large mailings, improvement projects, or show changes.
- All members are expected to help in some capacity and lend a hand as needed.

Meetings

- General meetings are held in the evening on the second Monday of the month at the gallery, or more often as needed. Members shall attend at least two-thirds of the monthly membership meetings unless excused by the Director.

- The Board and Committees meet as needed, or as requested by the Director.

Space Designations

Gallery members receive an equitable portion of the wall and/or floor space for the display of their work. The membership benefits from group promotion of the gallery in publicity and advertising. Currently, space is approximately 12 linear ft. per artist. There are also bins for shrink-wrapped art and shelving for smaller items.

- Artists are grouped into two categories; those using wall space and those using floor display space.
- Memberships will be filled from a waiting list as space needs dictate.
- Any major change in the type of work requires approval by the Board and general membership.
- Membership may not be split. One person per membership.
- Artwork must be original and created by the artist.
- Prints, *giclees* or reproductions are not permitted for wall artists (photographers are an exception) unless a separate space is available as determined by the curator.
- Photographers (and printmakers) may number images in an edition.
- Wall Curators can provide current information on combined total number of matted originals and prints allowed per artist in the bins.
- Paintings must be framed to "gallery" standards and wires must be 3.5 inches below the top of the frame. Hooks are not permitted.
- Consignment work is not accepted. An exception may be made at the Board's discretion if a member resigns and a replacement is not available.

Expenses

Gallery members share gallery expenses equally.

Membership fee of \$200 (non-refundable) is charged at the time of admission to the gallery. The fee is due at the time of acceptance.

Monthly Assessment of \$90 is used for the operation of the gallery. The monthly assessment fee is due promptly by the 25th of the preceding month.

- Extra assessments can be made for special needs if proposed by the Board and approved by the membership.
- The Gallery charges a 15% commission on sales. A monthly statement is given to each member detailing their sales activity and monthly payment for their sales.
- Liability, theft and breakage insurance is provided by the gallery for fixtures, furniture, and office equipment. Each artist is responsible for insuring his/her own work.
- Payments for Sales by artists will be made by the next month's business meeting.

Gallery Shows

The Gallery ABQ is a member of ARTScrawl and has an open house the first Friday of each month. The Gallery is open late, from 5:00 – 8:00 PM. Members should attend the ARTScrawl events to meet with customers and promote the Gallery. Members sign up in advance of the show for specific duties. Alcohol is not served because of liabilities.

General duties include:

- Gallery set up
- Gallery greeter

- Gallery clean up
- Sales Desk
- Jewelry

The Gallery ABQ provides a beautiful space, artist support, and an opportunity for showing your wonderful art. Membership Applications are available at the Gallery during normal business hours, as well as on our website.

IF ACCEPTED YOU MUST AGREE TO AND SIGN THE ONE YEAR
COMMITMENT (below).

This agreement must be included with your Membership Application and membership fee at the time of acceptance.

The Gallery ABQ ARTIST AGREEMENT

Upon acceptance as an artist of The Gallery ABQ, I agree to pay the monthly assessment to the gallery for the coming year from _____ to _____.

I agree to pay my monthly assessment by the 25th of each month for the following month.

I agree to abide by all procedures set down in the By-Laws, Policies & Procedures, and the Membership Information.

Signature of Artist _____

Date _____