

## **MEMBERSHIP RESPONSIBILITIES**

### **Operating the gallery as part of a co-operative, members are expected to:**

- Assume management/administrative duties as required (this might include planning, sales, design, marketing, curating, community liaison & engagement, fundraising, accounting, documentation and/or space maintenance).
- Attend members' general meetings (no more than 8 per year, usually about two weeks before the next exhibition).
- Attend exhibition openings and contribute to refreshments when required.
- Sit the gallery during exhibitions on a rotating schedule .
- Clean the gallery and set up for openings on a rotating schedule.
- Assist with the distribution of rack cards.

### **Exhibiting in the gallery:**

- Members exhibit in five shows per year. The number of works to be shown varies dependent on whether members are giving a group show or accompanying a solo show. The decision re the number of pieces rests with the curator. Exhibited works must remain on view for the exhibition's duration, usually a five week period, and must be for sale unless previously arranged with the curator.
- Work must be delivered to the gallery between 4:00 pm on the closing Sunday of the previous exhibition and 10:00 am the next day (Monday); work is to be identified in some way.
- Each item of work must arrive ready for hanging with appropriate hanging hardware for gallery hanging system (appropriate needs for sculpture, assemblage, fibre and clay items if necessary).
- The number and sizes of plinths required for each show must be emailed to Charles by the Wednesday one and a half weeks before opening.

- Label information for work (title, medium, year (optional), price, is to be emailed to the Gallery contact for labels by the Friday midnight before the Monday drop-off.
- Where appropriate, a price list must be available for the duration of the show, with title, medium, size, and price for each piece.
- Any written accompanying material must be printed black on white in 12-point Ariel bold.

**Financial Obligations:**

- Monthly membership dues of \$30, in one payment or by ten post-dated cheques for March through December, are payable to The Colborne Art Gallery.
- Payment of 20% commission to the gallery on all gallery sales.
- Written request for a leave of absence from gallery membership is required three months in advance.
- Written notice of resignation from gallery membership is required three months in advance.