



## **VALLEY RIVER ARTS GUILD (VRAG) PROSPECTIVE MEMBER APPLICATION**

- **Would you like to become a member of Valley River Arts Guild and support the arts in the Murphy, NC, area?**
- **For a Regular Membership: Are you willing to work a minimum of 1 day per month (12 days per year) in the Guild's store, promoting sales and the art community, and serve on at least 1 Standing Committee? (\$60 per year)**
- **For a Double Art Membership: Are you willing to work a minimum of 2 days per month (24 days per year) in the Guild's store, promoting sales and the art community, and serve on at least 2 Standing Committees? (\$120 per year)**
- **If you are an artist in this region, and would like to join us in making Murphy an art destination:**
  - 1. Read the attached information.**
  - 2. Complete the attached application, and return it to the VRAG at The MAC**
  - 3. Contact the Membership Chair to schedule your training session**  
**Marji Hill**  
**828-371-5520**  
[callieandboots28906@gmail.com](mailto:callieandboots28906@gmail.com)
  - 4. Bring your art work to hang or display to the Training/Orientation.**

# VALLEY RIVER ARTS GUILD PROSPECTIVE MEMBER PACKET (Please read before submitting work)

If you have questions, please contact Marji Hill at callieanboots28906@gmail.com or stop by the MAC, Murphy Art Center, and ask the volunteer on duty for a membership packet.

Things you need to know as you consider application to the Valley River Arts Guild:

- The mission of the Valley River Arts Guild is to showcase regional arts, provide opportunities for regional artisans to showcase and sell their work, develop an artists' network and to establish the region as an arts destination by sponsoring monthly art events.
- As a Guild, we must work together in all activities involved in the display, selling and promoting of the work in the gallery, and that the look and feel of the gallery is a group effort.
- The Valley River Arts Guild is a co-operative venture. This means we rely on our members to staff our gallery store, actively serve on our committees and attend our monthly meetings.
- **All membership dues are non-refundable.**

## **Types of Membership**

We offer 3 types of memberships. Choose the one with best suits your situation.

### **1. Regular Membership Requirements**

**\$60 per year**

- You must work a minimum of 1 day per month (12 days a year) in the gallery.
- You must select a minimum of one Standing Committee by choosing at least one task or job from the list at the gallery on which to serve.
- Your art will be displayed by the Store Committee, at the committee's discretion for allotting available space. (Typically, if you have two forms of art, you will be allotted a smaller wall display area for your 2D art, and a ½ of an A-frame display for your 3D art, space permitting.) You may also display prints in a bin.
- Artists presenting 3D artwork must coordinate with the Shop Committee to see if they will need to provide their own display units.
- We encourage you to attend the monthly meetings (1st Tuesday evening each month, unless the 1<sup>st</sup> Tuesday falls on a holiday).

### **2. Double Art Membership**

**\$120 per year**

- For Members who want to display two types of art and have a full space for each type: member is required to work 2 days per month and work on at least two committees.

### **3. Associate Membership (One-time annual fee, not prorated.)**

**\$20 per year**

- Support VRAG with your associate membership dues. You will receive our monthly emailed newsletter.
- You are not required to be an artist to support the Arts at the VRAG as an associate member.
- You will not be able to display any art in the gallery, but you may be invited to participate in special exhibits.

- You are not required to work in the gallery, but with training, may work in the gallery as volunteer. We also invite you to volunteer to work on any of our committees.
- Active participation in the success of the Guild comes with no voting rights in the General Membership Meeting, but we invite you to attend our monthly meetings.

## **PROCESS:**

After reading this document thoroughly, please contact Membership Chair, Marji Hill to arrange for a training/orientation session. At this training session bring 2 or 3 pieces representing your **BEST** current work, and, in the case of 3D art, a photograph of how you might display your art. (Coordinate with Store Committee whether a display is already available.)

## **PARTICIPATION:**

Participation is an integral part of how a Guild works. In order to continue to work towards our goals (see mission statement above) it is imperative that new members are willing and able to participate.

Each **Standard Member** is required to work in the gallery a minimum of 1 day per month (or two half days per month) during the current fiscal year, attend the monthly meetings if possible, and actively participate on and attend the meetings of at least one (1) Standing Committee to help promote this Guild and its members' work. Members are very much encouraged to attend general meetings to keep informed on important guild activities. Quarterly Committee Meetings have mandatory attendance for the committee or committees that you belong to.

Each **Double Art Member** is required to work in the gallery a minimum of 2 days per month (or four half days) during the current fiscal year, to attend the monthly meetings, and actively participate on and attend the meetings of at least two (2) Standing Committees to help promote this Guild and its members' work. Members are very much encouraged to attend general meetings to keep informed about important guild activities. Quarterly Committee Meetings have mandatory attendance for the committee or committees that you belong to.

Each member is expected to contribute/participate in some way that they are comfortable with and capable of performing. The Valley River Arts Guild is a co-op. We have no paid staff, so each member must cooperate with each other to keep the gallery, building and grounds, and the Guild's community projects, all operational.

## **Some of the other nuts and bolts of how this Guild works:**

- Gallery is open Mon – Sat 10am to 5pm, Sundays 11am to 4:30pm, with extended seasonal hours, adding Friday evenings.
- The annual Standard membership fee is \$60. Double space (with double responsibilities) fee is \$120. The Annual Associate membership fee is \$20. All fees cover the time period between September 1<sup>st</sup> – August 31<sup>st</sup>, our fiscal year. Fee is prorated for standard and double-art memberships, if you join mid-year:

### **Standard Membership**

- Sept 1 – Nov 30 = \$60
- Dec 1 – Feb 28 = \$45
- Mar 1 – May 31 = \$30

### **Double Art Membership**

- Sept 1 – Nov 30 = \$120
- Dec 1 – Feb 28 = \$90
- Mar 1 – May 31 = \$60

### **Associate Membership**

- Sept 1 - Aug 31 = \$20

- Commission of 35% is taken on the price of the item sold (65% to the artist, 35% to the Guild). Checks are issued monthly to the artist, for any sales that occurred, after the end of each month.
- **Sales tax is collected and paid by the Guild.**

- Sales and inventory will be tracked by a Point of Sale (POS) system. Sales are tracked by inventory number; therefore, when bringing items into the store, each artist is responsible for entering new work into POS, assigning an inventory number and tagging the item with a bar code or label. When something of your sells in the store you will get a text alert saying the item has sold. When items are removed from the store, the POS system must be updated to reflect that the item(s) are no longer in inventory.

Display of art will be determined by size of space available, as well as size of artworks. Larger artworks may need a larger space while smaller artworks may look better featured in a smaller space. The Store Chairman and/or Store Committee Member will be notified upon your selecting a membership type and will help place your art in the store. Be aware that the Store Committee Chairman and Store Committee may often change your location in the store. This will also help keep a fresh appearance in the store, to the advantage of all the artists and the gallery.

## **CRITERIA FOR CHOOSING ART WORK TO SUBMIT FOR DISPLAY IN THE GALLERY**

### **General Criteria (All Mediums)**

**Craftsmanship:** Work should show the highest level of your technical proficiency.

**Artistry or Vision:** Work should show creative application of the skills used.

**General Appeal:** Work must be tasteful and have a broad appeal in order to be placed in a public gallery setting.

### **2D Wall Art** (all painting, photography, mixed media, etc.)

- Properly finished and "Sales Ready."
- Framed with an appropriate and professional looking frame.
- If unframed (canvas wrapped, metal, or wood print), edges (if any) should be appropriately finished.
- All art should be ready to be hung with picture framing wire attached (No saw-tooth hangers or ring hangers are accepted.) We have a gallery-type hanging system that will only accept the wire hangers and professional woven wire is the most stable (no string or cord). No nail holes, thumbtacks, push pins, or adhesive on the wall or wood panels, please.
- Prints are accepted, but each print should be matted and in a plastic protective sleeve. You may need to provide your own print bin stand if you have prints to sell. To keep the quality look of the gallery, bins should be of similar type and color as the other print bins in the gallery.

### **3D Art**

- Jewelry, sculptural, cloth, stone, woodturnings or carvings, pottery, glass, baskets, leather, fiber arts, published books, metal, multi-media, puzzles, cards, etc.
- Items that could be used for food should be marked "food safe, dishwasher, microwavable, etc."
- **All pieces of art must be handcrafted. Buy/sell items are not accepted.**
- No kits; work must be original
- Wearables must have tags on each item which should include: Care instructions, Size, Fiber content.

## ANNUAL ARTISAN GALLERY AGREEMENT – 2023 - 2024

This agreement sets forth the understanding between Valley River Arts Guild (VRAG), the Murphy Art Center, and the artist signed below for participation in the Murphy Art Center. Please initial your consent with the points below.

1. \_\_\_\_\_ VRAG is committed to providing fine arts and quality handmade fine crafts for sale. All items placed for sale in the Murphy Art Center must be hand crafted and in good taste. I understand that VRAG reserves the right to be final arbiter of what is acceptable for display and sale in the gallery. I understand that any work submitted to the gallery is subject to being photographed for promotional purposes.
2. \_\_\_\_\_ I agree to work my shifts in the store each month depending on my membership type.
3. \_\_\_\_\_ I understand it is my duty to sign up for shifts, show up on time and keep track of when I've agreed to work. I will schedule my days early with Kimberley Packard, [kimberleypackardphotography@gmail.com](mailto:kimberleypackardphotography@gmail.com) or text at 239-272-1850 store scheduler.
4. \_\_\_\_\_ I understand I must participate in one standing committee (or two) depending on membership type. The committees that interest me the most include (put your X):
  - a. \_\_\_\_\_ Membership (works with all artists to train, retain, and schedule and assist)
  - b. \_\_\_\_\_ Art Walk (manages the monthly event including hospitality, promotion and administration)
  - c. \_\_\_\_\_ Education Committee (helps manage children's and adult classes)
  - d. \_\_\_\_\_ Store Committee (manages all aspects of our retail gallery except the schedule)
  - e. \_\_\_\_\_ Landscape/Maintenance (manages the building and grounds)
  - f. \_\_\_\_\_ Communications (manages social media, website, newsletter)
  - g. \_\_\_\_\_ Programs (creates, manages and staffs events in the Special Events Gallery)
  - h. \_\_\_\_\_ Hospitality (provides food, beverages, and staffs Art Walk and other events)
  - i. \_\_\_\_\_ Fundraising (conceives of and executes fundraisers to reduce our debt load)
  - j. \_\_\_\_\_ MAXX Explosion Shows (administrates and executes the outdoor canvas displays)
5. \_\_\_\_\_ I understand that if I get behind on work days and/or do not serve on a committee, I will be asked to remove my artwork. Extenuating circumstances will be considered.
6. \_\_\_\_\_ I understand that should I withdraw from the guild I must remove my art within 14 days, or it becomes the property of the VRAG.
7. \_\_\_\_\_ I agree to cooperate with other members and committees. Slander, harassment, or threats toward other members will result in immediate loss of membership and removal of my art.
8. \_\_\_\_\_ I understand a commission of 35% will be charged on the sales price of the item sold, with the split being 35% to gallery, 65% to artist. Sales Tax will be charged and paid by the Guild. All monies owed will be paid after the end of the month.

Due care will be taken by Valley River Arts Guild to safeguard artwork in the gallery. The Valley River Arts Guild and its members, The Murphy Art Center, building owner, or board members, are not responsible for any loss due to theft, breakage fire, water damage, or other natural or other hazards. Participating artists hereby agree to relieve and hold harmless these named parties of all financial responsibility and liability.

Membership Chairman Marji Hill, 828-371-5520 or [callieandboots28906@gmail.com](mailto:callieandboots28906@gmail.com)

Check one: \_\_\_\_ New Membership \_\_\_\_ Renewal Membership (Please note: All dues are non-refundable!)

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

2<sup>nd</sup> Medium if more than one \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Is it OK to send Text Messages to your Cell Phone? YES NO (Circle One)

Is it OK to send out your information to other Artist YES NO ( Circle One)

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

Emergency Contact/Phone: \_\_\_\_\_

~I have read this entire Membership Application document and agree to all guidelines and rules.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I would like to make an additional Charitable Contribution to VRAG of: \$ \_\_\_\_\_

This Contribution will be used exclusively for VRAG Debt Reduction in our Legacy Program.

**Return this page with the membership payment to the Gallery, cash or check only.**

Office use only: Training Date: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Received By: \_\_\_\_\_

Please let us know a little about your background and experience that you feel comfortable sharing.

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