



Membership Guidelines

The Columbia City Gallery is an artist's cooperative and a program of SEEDArts, a non-profit organization in Southeast Seattle. Gallery members are responsible for all aspects of retail operations, including sales and display. Gallery members also vote in the jury sessions to select new members.

We have 2 levels of membership. Full-time members show work in every exhibit, work 2 shifts a month (on average), and pay monthly dues of \$100/month. Part-time members show work in 4 out of the 7 exhibits (in 2010), work 1.5 shifts a month (on average), and pay monthly dues of \$50/month. Both full time and part time members share the Benefits and Responsibilities.

Benefits to members:

1. Gallery affiliation and the opportunity to exhibit work regularly;
2. Dedicated space in gallery loft to store and sell your artwork year round;
3. A page on our web site;
4. Inclusion in publicity materials (exhibit cards and press releases for one show per year);
5. Participation in the running of a gallery and in the vision of a grassroots arts organization;
6. Information about professional development and artist opportunities.

Responsibilities of members:

1. Sign a one-year contract, agreeing to full participation;
2. Staff the gallery 2-3 shifts per month (full time members); staff the gallery 1.5-2 shifts per month (part time members). The number of shifts is determined by the current number of members. Each shift is 4.25 hours. Members must also attend monthly membership meetings, participate in gallery operations, and share duties for events such as setting up and staffing openings, etc;
3. Sign up for a Gallery Committee (display, membership, etc) or a Gallery Task (various duties for which members are responsible). Every member is expected to fulfill a role in the gallery.
4. Provide new work for every exhibit in which you are included;
5. Pay an initial membership fee of \$100 and a \$12 fee to purchase a gallery key;
6. Pay monthly dues in the amount of \$100 (full time exhibitors) or \$50 (part time exhibitors). These are due on the 1st of each month.

The gallery receives a 25% commission on all work sold in the gallery. Artists are paid by check the month following the sale.

Jury Process

The gallery accepts applications for membership in all media. We review applications and vote on new members at our monthly membership meeting, which is the second Tuesday of each month. When we have openings, we jury – the schedule for our next jury session is below. Please check with the gallery to see if applications are being accepted when you plan to apply.

To apply for membership, fill out the Membership Application and attach a copy of your resume or biography and/or artists' statement. In particular, we want to know about your artistic career, including your education, exhibits, awards and professional affiliations. Please mail or deliver these to the gallery by the Application Deadline to ensure you will be included in the Juried Session. Once your application is received, an artist from our Membership Committee will call to schedule an appointment at the gallery the weekend **before** our jury session. At this meeting, you will both drop off your work samples (for our entire membership to see) and meet with the Membership Committee to discuss your application and your work. Please allow about 30 minutes for this process. We will review your portfolio **and** any publicity or marketing materials that you may have. All artwork must be identified with name, title, medium and price.

Keep in mind that we are looking at your artwork as well as your application materials while considering you for membership, so it is in your best interest to bring high quality work that is ready for exhibition. We recommend you bring at least five samples of your work that demonstrate your style(s); jewelers may bring more samples. Bring work *exactly* as you would display it in the gallery – the way that your artwork is framed (or otherwise presented) is also evaluated. You **must** pick up your work from the gallery on the second Wednesday of the month between noon and 8pm – the gallery cannot store artwork. You will be notified by mail of the results.

2010 Jurying Schedule

JANUARY

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| Application deadline | January 5 |
| Drop off work: | January 9 or 10 (at scheduled ½ hour appointment time) |
| Pick up work: | January 13 |

Note: Artwork must be picked up on the PICK UP DAY. If you are not able to pick up your artwork during business hours, please make other arrangements.