

## Yucca Art Gallery Guidelines for Membership

Revised **Aug 2023**

Thank you for inquiring about membership in our co-operative art gallery! We are an Equal Opportunity business. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. For more general information about the gallery and to learn more about our artists, please visit our website at [www.yuccaartgallery.com](http://www.yuccaartgallery.com).

New artist work is juried during our general meetings held on the second Monday of the month. We meet every other month (January, March, May, July, September, and November). Please complete application, **one per medium to be judged, for the wall, craft, or jewelry**, and bring to Yucca Art Gallery during business hours. You will be contacted to meet with the curator of your type of work. Please bring 3 to 5 pieces of a representative sample of your work, **including prices**, and attach a minimum of 3 photographs of your work (4"x6" or larger, photographs will not be returned unless requested after you become a member) to this meeting with the curator. The curator will talk to you about our "guest artist" process, our training procedures, what it means to be a member of a co-op gallery, and bringing your work to the gallery meeting for jurying by the membership. The Gallery Director will notify you of the outcome of your application in a timely manner.

If you are juried into the gallery, you will go on a waiting list until there is an appropriate space in your medium available. When there is space for your work, you will come in as a "Guest Artist". At the end of a six-month trial period, gallery members will review your work and performance and vote on permanent membership. At this time, you have the opportunity to decide if you are comfortable as a member of the gallery as well.

As a guest artist, you are expected to work **eight complete days with a trainer** during your trial period. This is the time for you to get acquainted with other members of the gallery and learn the administrative duties of the Gallery. During this time, you should not trade work days or pay someone to work for you. If for some reason, i.e., illness, or emergency, you cannot work a day during your training you should contact the Director or Curator to make arrangements to make up your training day. If you do miss a training day it will extend your training until you have completed eight days of training. This is required before you can be presented to the membership for permanent membership.

You cannot join Yucca Art Gallery if you display your artwork in another gallery in the Patio Market. If you display your art work in another gallery in Old Town, it must be with a completely different style or medium than that to be displayed in Yucca Art Gallery.

### Basic requirements to be a MEMBER:

1. You must be a resident of New Mexico.
2. You will be required to complete a W-9 form.
3. You must acquire a CSR Number from the NM Department of Taxation and Revenue.
4. There is a 15% commission to the gallery on all sales.
5. You are required to work a complete shift in the gallery a minimum of two full days every calendar period (4-5 weeks). If you cannot work your assigned work shift, you will need to trade shifts with another member, which is preferred, or pay a substitute sitter. We do not have an employee—to save expenses, we all take turns working. **Ours is a business run by volunteers.**

6. You must attend a minimum of ½ of the meetings.
7. There is a one-time stock purchase of \$15 (refunded when leaving the gallery).
8. Monthly rent is \$60; you may choose to pay in increments of 3 or 6 months or for a full year.
9. Payments are due by the 25<sup>th</sup> of the month prior to selected payment method. **No payments in arrears allowed. Members who are in arrears >31 days will have their sales checks held until their rents are current.**
10. Members and guest artists are expected to interact with customers in a way that will reflect positively on the gallery, attempt to sell all members work equally, be mindful of the small talk with customers as they are browsing through the gallery--they need to be allowed to browse.
11. Members and guest artists are also expected to perform administrative duties during their assigned work times.
12. Members are expected to participate in the quarterly curating of works within the Gallery. Absence must be cleared with your curator.
13. Members and guest artists are expected to have photos of their art work used for publicity purposes.
14. The gallery takes a village to keep us running smoothly. Coming into the gallery, we all agree to work a volunteer position in addition to our two scheduled days of sales work per calendar period. Members are expected to be responsible for the gallery positions that arise out of a necessity to maintain gallery operations, i.e., Director, Assistant Director, Treasurer, Assistant Treasurer, Publicity, Secretary, Curator, Trainer, Website, Email Advertising, FaceBook, Graphics Designer, Special Events, Maintenance, Purchaser/Supplies, Calendar, act as a backup for a position, or join a committee to support one of these positions. **If you do not volunteer for a position in the gallery, you may be asked to work an extra day in the calendar period in lieu of volunteering your time for our cooperative art gallery.**
15. You will also be asked to volunteer to provide coverage for special events. Along with working their shifts, members and guest artists are also expected to volunteer to support our gallery by spending two to four volunteer hours a month performing other duties, i.e., Special Events, including Featured Artist receptions and Special Sales events, providing a demonstration of their artwork to the public, and attending Arts and Crafts Shows to try to recruit applicants.

#### **Basic Requirements to be a GUEST ARTIST:**

1. You will be Guest Artist for the first six months after you start displaying your work in the gallery. You are encouraged to attend membership meetings but will be in a non-voting status.
2. You do not purchase stock (\$15) until you become a full member.
3. When you start as a Guest Artist you must pay a non-refundable deposit of \$360, the first six-months' rent, in advance.
4. You are not required to volunteer for a gallery job position until you are a fully accepted member, but it is a plus if you do choose to take a role in the gallery operations.