

# Gallery North – Membership Application

*A Fine Art Cooperative Since 1961*

401 Main Street, Edmonds, WA 98020

(425) 774-0946 [www.GalleryNorthEdmonds.com](http://www.GalleryNorthEdmonds.com)

*Please print legibly*

Date of Application: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Website address: \_\_\_\_\_

## Application Instructions:

**To be considered, please fill out this form completely and submit all materials requested.**

1. Please send in your Membership Application along with the following:

- a. Five images that best represent the work you wish to show in the gallery. (5 images in each medium)
- b. An inventory list of currently available work showing title, medium, size, and retail price of each piece. (It is best to show a range of sizes, and have sufficient inventory before you apply.)
- c. A resume or biography of your art career.
- d. Contact information for two character witnesses from a previous job or gallery.

2. Please answer the following questions. (Use the back of this form if necessary.)

- a. Have you any counter sales experience? (circle one) Yes No
- b. Can you make change, fill out receipts and learn Gallery North operating procedures? (circle one) Yes No
- c. Are you comfortable and self-sufficient using email for gallery communications? (circle one) Yes No
- d. Describe the type(s) of artwork you wish to display at Gallery North:  
\_\_\_\_\_  
\_\_\_\_\_

e. Where have you exhibited or sold your work?  
\_\_\_\_\_  
\_\_\_\_\_

f. How do you promote your work? (Website, social media, blog, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

g. Are you able to work (circle all that apply): weekdays weekends evenings

h. In what areas would you be prepared to volunteer time to help in running the gallery? (circle two or more choices):

Picture hanging or craft display   Marketing/public relations   Record keeping   Bookkeeping   Supplies

Gallery Maintenance   Website maintenance   Event planning

Other: \_\_\_\_\_

i. Which software programs are you comfortable using? (please circle):

Access   Word   Excel   Publisher   PhotoShop   InDesign   MailChimp   QuickBooks   DreamWeaver   DropBox

Other Website Authoring Tools   Other: \_\_\_\_\_

3. Please attach resume.

4. Mail the completed and signed form and attachments (see #1 above) to the Membership Chair:

**Lonni Flowers, 401 Main St, Edmonds WA 98020** or scan and email all information to [lonniflowers@gmail.com](mailto:lonniflowers@gmail.com). For questions, please email Lonni Flowers at [lonniflowers@gmail.com](mailto:lonniflowers@gmail.com).

### **About the Membership Screening Process**

The Membership Committee will pre-screen your application. Applicants who do not pass the pre-screening process will be notified as to the reason. If you pass the pre-screen process, the Membership Chair will contact you by mail or phone to set an appointment for interview and presentation of your work at a Gallery North general member meeting. The membership will vote and a majority vote of 65% is necessary for acceptance. You will be notified of the members' decision the evening of the interview.

Please bring your work priced and ready for display and bring an inventory list of the items including titles and prices. . Should you be voted in for membership in Gallery North, your work will be hung/displayed that night. If you are not voted into the gallery, you must make arrangements to pick up your artwork the following day.

New members are required to pay a one-time initiation fee of \$150.00 the day after acceptance and commit to one year of Full membership status. The monthly member contribution of \$60.00 also is payable in advance.

### **Requirements of Members:**

Members must pay member contribution on time, work in the gallery as sales person for their fair share of shifts, perform assigned tasks, and attend the monthly member meetings and gallery receptions. The monthly meetings are usually held the first Monday evening of each month. Members also bring new artwork to the monthly meeting to be hung/displayed. If you are unable to cover your required shifts, you must arrange a shift swap or pay another gallery member to work for you. The gallery takes a commission of 35% for sale of members' work. Wall displays are changed out each month and 3-D displays are changed out quarterly. If accepted for membership, you agree to accept the Gallery North By-laws and Standing Rules that include the above conditions.

I have read and understand this 3-page membership application and if accepted for membership, I commit to remaining as a full member for a minimum of one year :

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name used in your art business (please print): \_\_\_\_\_

## **About Gallery North:**

Gallery North has been in existence since 1961, and is among the longest running artist-cooperative galleries in the country. We thank you for your interest in becoming a member of the gallery.

**New Member Requirements:**

Should you be accepted for membership in Gallery North you will be expected to:

1. Pay a one-time initiation fee of \$150.00 and commit to a minimum of one year as a Full member.
2. Pay Member contribution. Annual contribution is \$720.00, quarterly \$180.00, or monthly \$60.00. All payments are due in advance or on the first of the period (year, quarter, or month).
3. Work in the gallery greeting customers and handling sales for your fair share of shifts.
4. Attend monthly General Membership Meetings - usually the first Monday of the month.
5. Bring new art to be hung/displayed each month. Note: Paintings may return to the gallery for display after four months. Artists are accepted only for the medium that they presented when interviewed by membership. If they wish to display works in another medium, they must present five works for each medium represented and be voted in separately for each. The number and size of all works brought in each month to hang vary greatly. There may be room for extra pieces one month and not enough room the following month; it depends upon the number of members and the size of paintings submitted that particular month. Note: With the exception of photography, all 2-D artwork hung on the walls must be the original; however reproductions may be displayed in a print rack.
6. Perform a job for a gallery committee in addition to working in the gallery your assigned gallery shifts each month and attend at least one Third Thursday Art Walk per quarter.
7. Attend orientation/training session and two additional training sessions with experienced gallery members.

**Additional Information:**

1. You are encouraged to display greeting cards and plastic wrapped prints. Please be sure all work in the gallery is clearly marked with the title of the artwork, artist's name, and price on each piece.
2. Members are eligible to apply for a show in the Featured Artist room after 6 months as a Full member.