

ARTWORKS GALLERY GUIDELINES

GALLERY PURPOSE

Artworks is a non-profit organization for the humanities and the arts located in Big Rapids, Michigan. The gallery it maintains has a 3-fold mission.

- to provide a place for artists to exhibit and sell their work
- to provide a place for education and performance of the arts
- to provide a community center for the arts and cultural activities

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GALLERY GUIDELINES

Note: Policies and Procedures for Dance Classes and Art Education are not covered under this document.

GALLERY COMMITTEES

ARTIST ADVISORY COMMITTEE

The Artist Advisory Committee serves to aid the Gallery Director in decisions regarding policy issues and is comprised of six Artworks artists. It is the responsibility of the Artist Advisory Committee to help the Gallery Director in decisions concerning disputed or questionable work in an exhibit, in the gift shop or submitted by a proposed new member. The Gallery Director will select committee members from volunteers.

GALLERY EXHIBIT COMMITTEE

The Gallery Exhibit Committee is charged with long-term planning of exhibits and in guiding the Gallery Director with all elements regarding their successful execution (such as planning which exhibits will hold receptions, contacting non-members for invitational shows, getting background information needed for decisions on coordinating exhibits with local current events, etc.). The Exhibit Committee is comprised of 4 Artworks artists and the Gallery Director. The Gallery Director will select committee members from volunteers.

JURY POLICIES

JURYING IN NEW MEMBERS POLICY

The Artworks Gallery Director is responsible for accepting new artists. If the work by the proposed new member does not follow the guidelines presented in the Gift Shop Policy section or if there is a question of acceptability of the work or its quality, the Gallery Director shall call in the Artist Advisory Committee to view the work in question.

JURYING EXHIBIT SUBMISSIONS

The Artworks Gallery Director is responsible for determining whether the art and other items submitted for exhibit is acceptable and properly prepared. The Gallery Director may enlist the help of gallery members with this task in preparing a show for installation. The Gallery Director may call in the Artist Advisory Committee concerning disputed or questionable items.

POLICY vs. PROCEDURES

POLICY

Policy refers to the guidelines set forth in this document that are intended to support rules of proper policy insuring fair treatment to all members of the Artworks gallery and to give such members a means to address concerns if disputes should arise.

PROCEDURES

A procedure refers to a matter that may or may not be stated in the current procedure list, but *is* required for efficient functioning of the Artworks gallery. Examples of matters considered procedures are practices such as imposing an exhibit fee for signage, current methods for logging work hours, and other matters of function in the gallery that allow the Gallery Director,

committees, and members of the gallery the flexibility to exercise their responsibilities as needed. Procedures may be changed with or without a vote as is most appropriate to individual issues. Note, important changes affecting all gallery members may need to be voted on. Special Artist Meetings may be called by the Gallery Director for this purpose if necessary or issues may be discussed and voted on at regular Artist Meetings. **If procedures are changed by vote or any other means, Artworks members must be notified.**

CHANGES TO GALLERY POLICIES

Policy issues shall be voted on once a year at the annual fall meeting. Anyone wishing to change a policy concerning the Artworks Gallery should submit a proposal in writing to the Gallery Director no later than **six weeks prior** to the annual fall artist's meeting. The Gallery Director will then collate and organize the proposed policy changes and provide a printed agenda two weeks prior to the meeting. Policy issues will pass by a simple majority. Votes may be cast in person at the meeting, via e-mail, or on ballots in the gallery.

TERMS & DEFINITIONS

TERMS

Artworks Member: For the purposes of this document, an Artworks member refers to registered artists of the Artworks organization who have paid their annual fees, have had their work accepted for the gallery gift shop display, and are the working creative branch of the Artworks gallery. All artists are expected to become *active* members by participating in various activities and their committees, by attending Artist Meetings, and by volunteering in the gallery.

Gallery: Gallery refers to the building space where Artworks is housed and includes exhibit space, gift shop space, classroom and storage space.

Exhibits: Exhibits are intended to be a showcase for the fine arts. (Note: exhibits require a higher standard for what is allowed to be shown than for what is acceptable for the gift shop.)

Exhibits can include artwork done by members or others. Instances when art not done by members might be proper are invitational shows and traveling shows from museums or art organizations, etc. Exhibits might include art by members only, as in the Annual Local Artists' Show, or exhibits might include a combination of work by members and others. An example of this would be a show of prints including prints from masters on loan and prints by members.

Exhibit space in the gallery is set aside for each show and is flexible in order to accommodate the space requirements of the various exhibits shown throughout the year.

Gift Shop: Gift Shop space is provided for members to sell their work. Examples of items that may be sold in the Gift Shop include cards, jewelry, originals, reproduction prints, and other items created by members. All items in the Gift Shop are for sale.

DEFINITIONS

ORIGINAL WORK DEFINED:

To be original, a work must be the concept of the artist.

*For Example, a painting done from a photo in a magazine cannot be considered an original piece. However, photos in the public domain, and used for reference as an aid in completing the **artist's** (emphasis intended) concept and design will be allowed. Therefore, work from such method will be considered original.*

Items made from a kit are not original work.

Work done in a classroom environment is not original work.

PRINTS DEFINED:

Reproduction prints are prints that can be created in multiples with the intent of duplicating an existing image that is already considered to be an original work of art (such as watercolor, oil, pastel, etc.). This differs from original prints.

Original prints can be published in multiples also; however, original prints are created with the intent to *be* a work of art, not a *representation* of a work of art.

An example of an original print is an etching, which is created from a copper plate, or a photograph, which is created from a negative or transparency. Each print is considered to be a unique representation of an image and in most cases this is due to the fact that original prints (such as etchings, silk screen prints, photographs, etc.) are individually inked and processed (this is not true in all cases). On the other hand, the prints in an edition created to be reproductions of an image are more consistent and alike than original prints are. This is because reproduction prints are usually printed mechanically versus the original prints most often being individually inked and developed as previously stated.

In general, reproduction print editions are most often hired out and not printed by the artist. Original prints, however, usually are done by the artist's hand. Printed reproductions of art in media such as watercolor, oil, pastel, etc. are not to be considered original prints.

With the advent of digital technology, changes have occurred in the printing industry and the digital print has come on the market. It was developed for, and has most often been used to, create reproduction prints of original work. However, some artists are using digital media to create original work, creating compositions digitally.

This is a difficult area to define because much of the originality depends on the artist's integrity. It is suggested here that digital compositions claiming to be original art, should only be allowed if the piece(s) is (are) derived from the artist's original work or concept, whether it be from a painting, a photograph, drawings or any other media considered original. Further, the digital composition should exhibit unquestionable originality in its concept and design. It is suggested this is one area that will have to be decided on a case by case basis by the Gallery Director with the aid of the Artist Advisory Committee.

POLICIES

EXHIBIT POLICY

The Artworks Gallery Director is responsible for obtaining and scheduling volunteers to help with exhibit receptions. Please refer to the current Procedure list regarding fees and procedures for exhibits.

- Artwork in exhibits may be for sale or Not For Sale (NFS). It is not mandatory for Artworks artists to participate in exhibits but it is encouraged.
- Work submitted to an exhibit in any medium may be limited in the number of pieces allowed due to space limitations. See the Procedures list for current specifications.
- Pieces submitted for exhibit shows must be original work by the Artworks member. Original prints will be allowed (see original prints defined).
- Art will not be accepted for new exhibits if it has been shown within 3 years of any previous Artworks exhibit.
- Examples of acceptable two-dimensional works for exhibit are original paintings, photographs taken by the member, original prints such as silk screens and etchings.
- Reproduction prints of original work by members will **NOT** be allowed in exhibits (see prints defined).

If for any reason the Exhibit Committee wishes to include reproduction prints of members' work in a particular exhibit, the inclusion of "reproduction prints will be allowed" should be clearly stated in the prospectus and on the Artworks' web site in order for all members to be aware of the exception. For instance, an example of when this exception might be utilized would be a show of miniatures, a show of large pieces, or a show intending to illustrate a variety of print mediums.

- Any two-dimensional work submitted for exhibit shows that does not have appropriate wire for display purposes may be rejected. No saw tooth hangers will be allowed.
 - All work must be professionally, securely, and properly prepared for exhibit. Any work that is not properly framed and/or prepared for presentation may be removed or declined.
 - With any work submitted that requires a special method of presentation (such as props and stands for three-dimensional items, etc.), it is the responsibility of the artist to contact the Gallery Director in order to determine if what is needed is available. If not, it is the responsibility of the member to provide anything that might be necessary for safety, security and professional presentation.
 - Once an exhibit is installed, all work should remain in place for the duration of the show. Sales of any work in the exhibit may be picked up by the customer after the show. An exception may be made for sales in unusual circumstances. For example, an exception may be made for sales to out-of-town patrons or to customers who require immediate possession of the art sold for other reasons. The gallery worker may enlist the help of the Gallery Director in making this determination.
 - Once an exhibit is hung, rearranging the design of presentation is prohibited.
 - Work dropped off to the gallery for an exhibit past the exhibit drop off date will not be hung unless there have been prior arrangements made.
 - Work left in the gallery 3 months or more beyond its exhibit's closing and without prior arrangements will become the property of Artworks.
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GIFT SHOP POLICY

The Gallery Director is responsible that gift shop items comply with policy. The Gallery Director may call upon the Artist Advisory Committee for assistance in making a decision regarding questionable work. The Gallery Director is also responsible for notifying anyone regarding declined work.

As it is the Gallery Director's job that the Gift Shop and display windows are rearranged regularly, the Gallery Director may remove any work that has been on display for more than the three month's time allowed. The Gallery Director will notify artists of the removal of their work from the gallery.

- Work must be from an original design by the Artworks member artist.
 - Original designs by members that are applied to saleable items (such as cards, T-shirts, soap, bags, etc.) will be considered for sale in the gift shop.
 - Examples of acceptable two-dimensional work for the gift shop are original paintings, photographs taken by the member, original prints such as silk screens and etchings, reproduction prints of original work by the member, and digital compositions from original photos or paintings by the member (see original prints defined).
 - All Reproduction Prints and Digital Compositions (see the Prints Definitions section) must have a label on the back of the frame or mat clearly indicating the piece is a print. The label should include a brief description of what type of print it is, what medium was used to create the original from which the print was made, and whether or not the print is a limited edition or open edition print. It is the law in Michigan that this information is included.
 - During the Holiday shopping season, items created from manufactured goods will be allowed provided the artist has taken care to create a unique and professional quality piece for sale. It is important to keep the Artworks Gallery a source of unique and special gifts. Any questionable items may be contested and brought before the Gallery Director and Artist Advisory Committee.
 - Artwork items shown in the gift shop should be rotated out after 3 months. This includes both two-dimensional and three-dimensional work. It may be brought back at a later date, but this assists in keeping the gallery looking fresh.
 - Any two-dimensional work submitted to the gallery that does not have appropriate wire for display purposes may be rejected. No saw tooth hangers will be allowed. With any work submitted for the gift shop that requires a special method of presentation (such as props and stands for three-dimensional items, etc.), it will be the responsibility of the member to provide what is needed. Any work that is not properly framed and/or prepared for presentation, may be removed or declined.

 - **Work submitted to the gift shop in any medium may be limited** in the number of pieces allowed due to space limitations. See the procedures list for current specifications.

 - **Commissions or sales received by artists as a result of their work being on display in Artworks or as a referral by Artworks is subject to the current consignment policy (see Commissions & Fees in the current Procedures list).**
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