

## **MAC Exhibiting Artist/Handcrafter Guidelines**

MAC Center for the Arts is a collaborative and each member of the organization is expected to work for the good of all. To be considered for membership as a visual artist or crafter please submit: a completed application, a check for membership fee, and 5-7 priced examples of your current work for jury in advance of jurying week. Work for jury should be left in the back office at MAC the Friday before jury week, along with a completed Artist/Handcrafter Jury Tracking Form, (available at front desk). Jurying takes place during the second week of every alternate month and for 2018 is as follows:

January 8-12, March 5-9, May 7-12, July 9-14, September 3-7, November 5-9

If approved you will be asked to submit a short artist's statement for our website and for display with your work at the Center. Exhibiting members are entitled to one display space per category, size determined on available space.

### **Visual Art – painting, photography, mixed media – Exhibiting Guidelines**

*All work to be hung must be original*, demonstrating knowledge of medium used and framed to professional standards. Framing is a critical part of presentation - clean glass and mats, as well as quality backing and wiring protects your work and prevents buckling of support materials and dust accumulation under glass. If your work is not appropriately framed, front and back, then it will not be hung. It should be individually priced, wrapped in a clear plastic sleeve, and displayed in a rack near your wall exhibit. Gallery wrap canvas is acceptable as long as the supports are wired and ready for hanging.

Information tags/price tags: all items should be clearly labelled as to medium, i.e. watercolour, mixed media, print, etc. Blank business card size labels are provided by MAC. If your work is derived from another artist either living or dead, you must state that clearly on the information/price tag.

Prints and/or reproductions must be of the highest quality – and again, labelled as such. Numbered, limited edition prints must be precisely that –home computer copies do not meet that standard as a rule.

Greeting cards of your work will be displayed on the card rack and as with other unframed work, should be protected by plastic sleeves, and individually priced.

All work must be for sale. When a hung painting or photograph is sold you will be notified so that you can bring in a replacement as soon as possible; however, you should plan on regular visits to check and refresh your stock.

Changeovers: all work should be switched out at “changeover”, which may be scheduled up to four times a year, usually on a Sunday at 10:30 am. New work should be brought into the gallery no more than 2 days prior to the changeover date and placed beneath your allocated space. Please let gallery committee know if you are unable to change work for new inventory – you may exhibit visual art that has been previously hung, but out of the gallery for at least one changeover.

If you do not yet have a space, please leave your work in the back office, clearly marked and a space will be allocated for you. Please let a Gallery committee member know.

Details of new work should be entered in the inventory book, and tagged with title, medium, and price. The Gallery Committee will hang all work and recommends either a mix of dimensions or one large piece, maximum width 48”.

## **Handcrafts - Exhibiting Guidelines**

When jurying a potential member, the committee looks for work that demonstrates a high standard of workmanship and materials, creativity, a clear personal vision, good design, innovation, originality and marketability. Priority is given to work that is different from, or works well with, pieces currently on display at the Gallery. Our goal is to achieve a balance of crafts while maintaining a level of excellence of which all members can be proud.

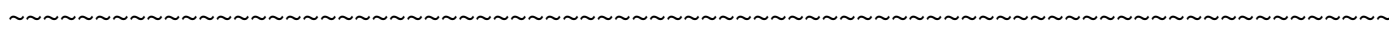
### **Work:**

- should be professionally finished
- should not be made from commercial kits, patterns or molds
- should not contain reproductions of patented or copyright protected designs
- may contain non-handcrafted parts as long as they are an integral or minor part of the finished product
- jewelry assembled from purchased components should be original in its execution
- clothing and fiber work should be designed and/or sewn by the artist

Handcrafters are assigned a display area and can arrange their work within their displays. Because handcrafters display large quantities of items, they are not required to replace all their work at changeover times. They are however encouraged to refresh and reorganize their displays frequently. Occasionally all handcrafts will be moved to new locations to give the Gallery a fresh look.

### **Commissions/Referrals**

If a member is asked to do a commissioned work for a customer, no fee or commission is due MAC.



## **Working Member Policies**

### **Every Working Member**

1. Will be contacted by the Training Team to schedule an orientation session in which you will become familiar with the work of other members and learn MAC Center procedures.
2. Must work at the Center one full-day shift or two half-day shifts per month.

### **Scheduling Shifts**

1. Sign up for your shifts at least one month in advance. You may schedule shifts as many months in advance as you wish. Early sign up gives you a greater choice of dates and times.
2. Schedule yourself for an open shift before doubling up with another member.
3. If you do not have access to MAC's online calendar, you may phone or email Staffing Coordinator to schedule your shifts. Please do this well in advance.

### **If You Cannot Work Your Scheduled Shift**

1. For shifts two or more weeks away, you may reschedule yourself for another shift. Be sure to make the changes on MAC's online calendar, and the printed calendar at MAC.
2. If your scheduled shift is less than two weeks away, either arrange with another member to switch shifts with you or arrange to pay another member to work your shift (rates: \$15 for half day or \$30 for full day). Make the changes on MAC's online calendar and the printed calendar at MAC. Please note when you sign up that you are working for a different member.
3. Never leave an open shift mid-month.

**Shift Definition:**

1. Half Day Shift is either 10 AM - 1:30 PM or 1:30 PM – 5 PM
2. Full Day Shift is 10 AM – 5 PM (No breaks. Bring your lunch, snacks and something to drink.)
3. Sunday shifts – 10 AM – 3PM - which occur only during our busy selling periods of July, August and December - count as a whole day towards your staffing commitment.

**Extreme Emergencies:**

If at the last minute you cannot work your scheduled shift, try contacting one of the staffing subs. **Call until you reach someone.** Do not rely on voicemail or email messages.

**Staffing Subs:**

If you need to switch shifts, ask someone to work for you or pay someone to work for you, the following members may be able to help:

Mary Brenner	744-2668	rwmabrenner@pshift.com
Pam Ladds		laddspam@gmail.com
William Peck	334-6075	wbouckpeck@gmail.com
Mary Liz Riddle	673-6364	marylizriddle@msn.com

**Special Circumstances:**

1. **Deferred Staffing** – If all shifts are filled, rather than doubling up, you may defer your staffing obligation to a future month, preferably either July, August or Christmas week, when MAC is open 7 days or extended hours. Please confirm with Staffing Coordinator and/or Treasurer if you plan to do this.
2. **Work Days in Advance** – During our busiest months - July and August - you may work additional days and apply those to your staffing obligation for our less busy winter months. However, we still need to be sure we have enough working members to stay open five days a week in the winter. Contact Staffing Coordinator if you'd like to do this.
3. **Snowbirds** – If you wish to maintain working member status while away, arrange with someone to restock your work and cover your shifts while you're gone. Complete "Special Staffing Agreement" form (available at MAC) and provide a copy to Staffing Coordinator before you leave for the season. The form explains the responsibilities of both parties to the agreement.
4. **Staffing Commitment Not Met** – A 50% commission rate will apply to your sales in any month in which you do not meet your staffing commitment, unless prior arrangements have been made.
5. **Not Working & Not Selling** - The Board of Directors reserves the right to reduce the size of a working member's display space if the member ceases to work shifts, has no sales over a 3-month period and does not pay the non-working membership fee.
6. **Tracking** – Both the Staffing Coordinator and Treasurer track the days worked. They will remind you if time owed, however you are responsible for fulfilling your staffing obligation and ensuring that you get credit for the days you work. Be sure to keep them informed.

**MAC Schedule:**

Open 10 to 5 Tuesday through Saturday January 1 through Memorial Day. Open 10 to 5 Monday through Saturday the remainder of the year. MAC is open Sundays (usually 10 to 3) in July, August and December, if members volunteer to work.