

## **Verksted Cooperative Art Gallery\_ New Member Application Information**

**A Fine Arts & Crafts Cooperative, 18937 Front Street, Poulsbo, WA 98370**

**Mailing Address: P.O. Box 922, Poulsbo, WA 98370, (360) 697-4470**

***www.verkstedgallery.com***

Thank you for your recent interest in joining the Verksted Cooperative Gallery. This document provides an overview of the Gallery experience, successfully operating for 31 years, a not-for-profit, cost-sharing entity that provides local artisans the opportunity to display and sell their original work in a high-quality low-overhead environment. In addition, there are no paid employees and all tasks are performed by the members.

The By-Laws of the Gallery outline various administrative tasks and positions associated with annually elected members of the Board. Members are also appointed and volunteer for additional tasks as set forth by the Board. The Gallery display area optimally provides for a maximum of 33 members to ensure proper quality and display of artwork. The customer base consistently appreciates the high quality of original workmanship and variety of art that is exhibited.

The Gallery operating hours are 10am-5:30 pm daily, except for Thanksgiving, Christmas, special events, and emergency conditions that require Gallery closings, such as snow or extended power outages

Each member signs up two months in advance to work a minimum of sixteen hours (may be more) per month. This task is critical as two members are 'on-duty', managing the gallery during operating hours at all times. Each member pays monthly rent (currently \$65), credit card charges on sales (currently 2.75%), a 15% commission/overhead charge on all sales, a Key Deposit of \$5, and one month extra rent of \$65, refunded after a six-month trial period.

Being successful in completing monthly shifts at the Gallery involves the following key elements:

1. Each member is expected to develop in their first month of membership a thorough knowledge and ability to communicate verbally and in writing to customers all Gallery members' art medium.
2. A solid working knowledge of Verksted Front Desk Operations. This includes being able to independently use the Square application for recording sales.

Once an artist submits a complete application, he/she is invited to an initial screening. For this screening, the applicant is required to submit: five representative samples of work of a single art medium, clearly marked with retail prices, a resume, artist statement, and other supportive material. This screening allows the Membership Committee to evaluate the artist presentation skills, artwork for quality, originality, marketability and overall appropriateness to the Gallery. The final screening (without the applicant) takes place at the next monthly member meeting. The artwork is presented, along with the Committee's recommendation. A secret ballot of the attending membership is taken, the results of the vote are communicated to the artist the following day, and the artist is asked to pick up their work as soon as possible. If the artist is accepted for membership, he/she will receive further instruction. New artists become active the month following their acceptance into the Gallery.



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360-697-4470; [www.VerkstedGallery.com](http://www.VerkstedGallery.com)

Membership Director: Grace Harris, (206)719-8538

### **Application Form**

I have read the application information and wish to apply for membership.

*(Please print clearly)*

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home phone(Not FAX) \_\_\_\_\_ Cell phone \_\_\_\_\_

E-mail \_\_\_\_\_ Website \_\_\_\_\_

Emergency Contact: Name \_\_\_\_\_ Phone # \_\_\_\_\_

WA State Driver's License # \_\_\_\_\_

Washington State Dept. of Revenue # \_\_\_\_\_

Art Medium(*Only 2 distinct types of art medium are permitted for screening and eventual sales if membership application is approved*) \_\_\_\_\_

Experience With:

Computer Software \_\_\_\_\_

Social Media(Facebook, Personal

Webpage, etc): \_\_\_\_\_

Use of Square Sales Cash Register \_\_\_\_\_

Verksted Gallery Revised 12.28.18

Retail(where): \_\_\_\_\_

Other experience useful in a Gallery setting: \_\_\_\_\_

*Note: Please use back side for additional room*

I am applying for membership because: *(please provide a short statement)*

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I will email to the Membership Director 3 photos of my art work.

I will bring the following pieces of artwork to the initial screening. I will mark each item clearly with the title (if appropriate), medium, and retail price. Please do not bring more than five items).

1.

2.

3.

4.

5.

**Please note: Application must be completed for further consideration for membership.**

Please submit the application (pages 2-3) to the attention of Grace Harris, Membership Director, P.O. Box 922, Poulsbo WA 98370. A return envelope is provided. Keep the first page for your information. You may also leave the completed application at the gallery front desk. Please do not leave your artwork or photos at the gallery before you are called for your screening. Thank you and we look forward to meeting you!

Verksted Gallery Revised 12.28.18