



POLICIES AND PROCEDURES

DEFINITION OF TERMS USED BELOW

- Current Volunteer– a person who volunteers in any capacity a minimum average of 4 hours per month from the beginning of the current fiscal year (Oct. 1) or from the time they joined, if later, to the current month.
- Main Gallery – Front portion of gallery
- Back Gallery – Area behind the partial wall in gallery
- Docent Gallery – Small room to left of entry
- Bunkhouse – second building next to gallery
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Membership

There are two classifications of membership in the Waimea Arts Council:

- **ACTIVE (GALLERY PARTICIPATING) MEMBERS** \$50/year
 - Eligible to show in all themed shows or member shows in the Main Gallery in accordance with the rules set forth for each show.
 - Eligible to have up to 15 matted prints/originals and up to 25 cards or card packs in displays in the gallery.
 - Eligible for small group shows in the Back Gallery on a rotating basis.
 - Must contribute 25% of any sales to WAC if they are a “Current Volunteer” or 50% if not.
 - Eligible to participate in the Gallery of Artists (see website for application)
 - Eligible to exhibit in the Docent Gallery if they docent during the current month.
 - Receive the newsletter monthly.
- **FRIEND OF THE WAIMEA ARTS COUNCIL** \$25/yr.
 - Eligible to show in the Helen Cassidy Juried Show and any other member show that specifies “ALL Members” throughout the year.
 - Must contribute 25% of any sales to WAC if they are a “Current Volunteer” or 50% if not.
 - Receive the newsletter monthly

Policies for Artist Members who wish to exhibit in the Firehouse Gallery

GENERAL POLICIES (applying to all work exhibited in the Firehouse Gallery)

- You must have a GET license and are responsible for paying your own GET taxes. If you don't know how to obtain this license, see information on our website under “Membership”.
- The gallery committee has the right to choose work for display based on appropriateness of content, presentation and space available. No Nudes may be exhibited in the gallery.
- All artwork must be ready to display. Items to be hung on the wall must be either in a frame with a wire hanger on the back (no sawtoothed hangers) or in a gallery wrap with a wire hanger on the back (no staples showing). Frames should be in good condition and back side should look neat.
- Matted prints, matted originals and cards must be enclosed in protective clear sleeves with rigid backing and will be placed in racks.
- A portion of all sales go to WAC as a donation. The amount is determined by whether you are a current volunteer or not – see above. Current volunteers donate 25%, those who are not current donate 50%
- Checks will be sent out after the end of each month, and donation will be deducted.
- All artwork will be handled with the utmost of care by the gallery committee and anyone assisting at a show. The Waimea Arts Council will not be held responsible for damage, theft, or loss of work exhibited. You will be asked to sign a waiver when you join.
- IDENTIFYING YOUR ARTWORK: If your artwork is not clearly marked with your name or code and a price, you can't get paid. All artwork should have a tag on the back (supplied in gallery) that tells your name, name of piece, medium, and price. For identification purposes, each artist uses a code to identify themselves – this consists of the first letter of your first name plus the first three letters of your last name. For example, Joe Smith would be JSMI. In case of duplicates, this can be altered. Cards and prints can be labeled on the back with a sticker that states code, price and any other identifying information that you wish to add, ie: size of print.

MAIN GALLERY

- MAIN GALLERY will have a number of annual events, such as the Helen Cassidy Juried Show (October) Na 'Opio Youth Show (Spring), the Cherry Blossoms in February plus a number of member themed shows, and an occasional solo or small group show.
- Participants will abide by all of the above under "General Policies" plus...
- Size of submissions can be a maximum of 24" x 36" (864 sq. in. overall) or 18"x18"x18" for a three dimensional piece, unless stated differently on the prospectus for a specific show.
- Number of submissions allowed per artist, if limited, will be specified for each show in advance.
- All art must be delivered to the gallery on or before the date specified and picked up by the artist no later than one week following the close of the exhibit. Unless arrangements have been made, work left after that time will become the property of WAC and disposed of at the discretion of the board.
- Artwork brought in prior to the date specified should be left in the Bunkhouse and logged in. If no log is available, every piece must be labeled with your name, phone number, name of piece, medium, and price and clearly marked which show it is for. There are tags available in the gallery to attach to the back of your piece.
- If you wish to put on a solo show or small group show in the Main Gallery, contact the gallery chairman for information.

BACK GALLERY:

- The BACK GALLERY is for showcasing the work of our gallery participant members. In order to keep the area interesting and to be fair to all, we will vary the format from month to month. There will be up to 7 small solo shows on a rotating basis and theme shows open to all participating artists.
- Participants will abide by all of the above under "General Policies"
- Small solo shows for individual artists will be assigned to 3 to 7 artists each month on a rotating basis. There are two sizes of wall (4' wide and 7'wide) – members who have been active members for at least one year and have volunteered at least 48 hours in the past year are eligible for the larger walls and may request either size, newer members will be assigned a smaller wall.
- For the small solo shows, artists may display whatever fits in your space, including cards, prints, or 3D items. There will be a card rack available for each space, if desired. The gallery will provide a sign with your name on it – in addition, it is suggested that the artist include a brief biography on the wall. You will be responsible for hanging your own show. If you help, contact a gallery committee member. Keep your show to the space assigned and do not move anyone else's work.
- To add variety, some months there will be a back gallery theme open to all gallery participating artists, utilizing the four smaller panels.
- In addition, each active member will be allowed up to 15 matted prints or originals and 25 cards or card sets, in protective clear sleeves, which will be displayed in racks throughout the building.

DOCENT GALLERY:

- The DOCENT GALLERY will be devoted to showcasing the work of currently active docents.
- You must **docent** at least 4 hours during the month(s) your art is in the docent gallery.
- One large or two small framed or 3D pieces allowed, with a total maximum of 320 sq. in. (16" x 20") for wall art or max of 12"x12"x12" for 3D work.
- The docent gallery will be completely re-hung on a quarterly basis: January, April, July and October. Artwork must be dropped off one week before the quarterly changeover.
- No theme – subject can be anything you want.
- You may change your art more often if you wish, but do not move someone else's artwork to fit yours in. If your artwork sells, you may replace it with the same size piece.
- Please date your work on the back tag with date hung.

VOLUNTEER GUIDELINES

WAC is an all volunteer organization and depends on it's members to keep the Firehouse Gallery open, as well as to help the organization fulfill it's mission to bring art to the community. In addition to dues, all artists who sell work in the Firehouse Gallery are expected to contribute a portion of every sale to WAC – 25% for Current Volunteers, 50% for others. See below for requirement.

WAYS TO VOLUNTEER:

- Docent 4 hours each month in the Firehouse Gallery – the simplest and the best for everyone. We need the gallery covered on a regular basis to remain open. There are also additional incentives for being a docent, and it is greatly appreciated when volunteers docent in addition to other activities listed below.
- Volunteer as an ACTIVE board member or an ACTIVE committee member. “Active” means that you spend at least 4 hours per month on your duties, including time spent attending meetings. You can also get credit for time spent as a docent.
- Assist with setup or take down of monthly shows.
- Assist the Hospitality Chair with receptions – setup and cleanup.
- Teach or assist with art classes.
- Serve as a chair or co-chair or assist in other ways for an annual event, such as Helen Cassidy Show, Na ‘Opio or other shows, or an activity put on by WAC.
- Have someone else work for you – must be noted as such on volunteer sheet. This person must be trained as a docent.
- Volunteer hours **must be itemized on volunteer sheet (including meetings attended and work done at home) or emailed to Membership Chairman** (pldinsman@hawaii.rr.com) before the end of each month. If you do not do this, the time will not be counted!
- To be considered a Current Volunteer, you must have logged an average balance of four volunteer hours per month from the beginning of the fiscal year (Oct. 1) through the current month. For example, at the end of October - 4 hrs., at the end of November – 8 hrs., at the end of June – 36 hrs., etc.
- If you are a new member joining after the beginning of our fiscal year, hours will be counted from the month after the month you joined. ie: join in June, count hours starting in July.
- If you are away from the Big Island during long periods, or if you anticipate going on vacation or for medical reasons unable to docent for awhile, you may bank extra hours beforehand to maintain the average balance and qualify for the 25% contribution. You may also ask someone else to work for you, but this must be clearly noted on the volunteer sheet.