



## WAIMEA ARTS COUNCIL

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### POLICIES AND PROCEDURES

#### Membership

Membership dues are for the Waimea Arts Council (WAC) fiscal year, October 1<sup>st</sup> through September 30<sup>th</sup>. Membership is not prorated for those joining mid-year. All renewing membership dues are due October 1<sup>st</sup>. There are five levels of membership. All members will receive the email newsletter and periodic gallery highlights.

- **FRIEND OF THE WAIMEA ARTS COUNCIL (\$35/year)**

- Membership is open to anyone who has an interest in supporting the arts.

- **SUPPORTER OF THE WAIMEA ARTS COUNCIL (\$50/year)**

- Permits entry into open call art shows
- Must contribute 50% of any sales to WAC

- **PARTICIPATING ARTIST OF THE WAIMEA ARTS COUNCIL (\$70/year)**

- Eligible to show in all themed or member shows in the Main Gallery in accordance with the rules set forth for each show.
- Eligible to have up to 20 matted prints or originals and up to 50 cards or card packs displayed in the gallery.\*
- Eligible to have up to 45 pieces of jewelry/adornments (such as necklaces, earrings, bracelets, lei, scarves, etc.).\*
- Eligible to participate in the Gallery of Artists display in the Firehouse Gallery (free) and/or be listed on the WAC website (one-time \$25 setup fee). (See the website Membership/Member Links for the application.)
- Eligible to exhibit in the Side Gallery if volunteer hours are worked during the current month. (See the Side Gallery policies below.)
- Eligible to have a solo or group show in the main gallery after one year of active gallery participating membership.
- Must contribute from 50% to 20% of any sales to WAC based upon your monthly volunteer hours. By fulfilling the volunteer obligation, you can earn the right to reduce the donation amount from 50% to 30% on sold art with a 4 hour per month volunteer effort, 25% with an 8 hour per month volunteer effort, and 20% with a 12 hour per month volunteer effort. To achieve the 20% donation level, at least 4 hours must be served as a gallery docent. Must be a "Current Volunteer." (See Volunteer Guidelines below.)

\* The Gallery Committee may limit the amount of art work displayed if space becomes a concern.

- **DONOR OF THE WAIMEA ARTS COUNCIL (\$100/year)**

- Permits entry into open call art shows
- Must contribute 50% of any sales to WAC

- **EXHIBITION SPONSOR OF THE WAIMEA ARTS COUNCIL (\$500/year)**

- Allows promotion of you or your business in all marketing publicity for an exhibition of your choosing at the Firehouse Gallery.

*NOTE: You do not need to be an artist or a gallery participating member to volunteer. We welcome all members who are willing to give of their time in any way they can.*

## Policies for Artist Members Who Wish to Exhibit in the Firehouse Gallery

- **THE FIREHOUSE GALLERY consists of the following galleries:**
  - Main Gallery – Front portion of the gallery.
  - Back Gallery – Area behind the partial wall in the gallery.
  - Side Gallery – Small room to left of entry of the main gallery.
  - Upper Gallery – The area just below the roof level but above the lower gallery space.
  - Additionally, the Bunkhouse, the second building next to the gallery, is used for the WAC office, workshop space, and **temporary** storage for art as it moves into or out of the Firehouse Gallery.
- **GENERAL POLICIES (applying to all artists who exhibit and all work exhibited in the Firehouse Gallery)**
  - Artists must have a General Excise Tax (GET) license and are responsible for paying their own GET taxes. Information on obtaining a GET license is available on our website under “Membership/Member Links.”
  - 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 sawtooth hangers) or in a gallery wrap with a wire hanger on the back (no staples showing). Frames should be in excellent condition, and the backside 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 goes to WAC as a donation. The donation amount will be anywhere from 50% to 20% for Artist Members, dependent upon number of volunteer hours per month as described above, and 50% for Supporters or Donors of WAC who show in approved open call shows.
  - Checks, with the appropriate donation deducted, will be sent out every other month.
  - All artwork will be handled with the utmost care by the Gallery Committee and anyone assisting at the gallery. WAC will not be held responsible for damage, theft, or loss of work exhibited, and artists will be asked to sign a waiver to that effect when they join.
  - IDENTIFYING ARTWORK: All artwork should have a tag on the back (supplied in the gallery) telling the artist’s name, name of piece, medium, and price. For identification purposes, artists should use a code consisting of the first letter of their first name plus the first three letters of their last name to identify themselves. For example, Joe Smith would be JSMI. In case of duplicates, this can be altered. Cards and prints must be labeled on the back with a sticker that states code, price, and any other identifying information the artist wishes to add, i.e., size of print. IF ART WORK IS NOT PROPERLY IDENTIFIED, IT WILL BE DIFFICULT TO PROPERLY DISTRIBUTE THE FUNDS TO THE ARTISTS.
  - Each artist must maintain their own inventory. Artists may choose to maintain an inventory of their work in the WAC Inventory Binder to enable docents to easily see what work is available for a given artist.
  - Upon notification to artists, art stored in the Bunkhouse when removed from the gallery must be picked up by the artist at their earliest convenience. Unless other arrangements have been made, artwork left after two notifications will be considered a donation to WAC.
- **MAIN GALLERY POLICIES**
  - THE MAIN GALLERY will have a number of annual events, such as the Annual Founders Juried Show (October), the Na ‘Ōpio Youth Show (Spring), and the Cherry Blossoms Show (February), plus a number of participating member themed shows and occasional solo or small group shows. Shows in the Main Gallery will typically be changed every other month.
  - Participants will abide by all of the above under “General Policies” plus the following:
  - The size of submissions can be a maximum of 24” x 36” (864 sq. in. overall) for a two-dimensional piece or 18” x 18” x 18” for a three-dimensional piece, unless stated differently in the prospectus for a specific show. Larger artwork may be considered at the discretion of the gallery committee.
  - The number of submissions allowed per artist, if limited, will be specified in advance of each show.
  - All art must be delivered to the gallery on or before the date specified and picked up by the artist when notified, usually at the end of the exhibit.
  - Artwork brought in prior to the date specified should be left in the Bunkhouse and logged in on the Gallery Show Intake Form. Every piece must be labeled with the artist’s name, phone number, title of piece, medium, and price. Tags are available in the gallery to attach to the back of each piece.
  - Artists who wish to have a solo show or small group show in the Main Gallery should contact the gallery chair for information.

- **BACK GALLERY POLICIES**

- The BACK GALLERY is for showcasing the work of our gallery participating members.
- Participants will abide by all of the above under “General Policies” plus the following:
- Small solo shows for individual artists may be requested. Specific wall locations will be assigned at the discretion of the Gallery Committee or the Gallery Chair.
- For the small solo shows, artists may display whatever fits within their space, including cards, prints, or three-dimensional items. The gallery will provide a sign with the artist’s name. In addition, it is suggested the artist post a brief biography within the display. Artists are responsible for hanging their own shows. If help is needed, they should contact the Gallery Committee. Artists should keep their show to the space assigned and not move anyone else’s work.
- Some months the space may be required to accommodate the Main Gallery Show if additional space is needed.

- **SIDE GALLERY POLICIES**

- The SIDE GALLERY will be devoted to showcasing the work of currently active docents and other volunteers.
- One large or two small framed or three-dimensional pieces are allowed. More work of a single artist may be hung in the Side Gallery at the discretion of the Gallery Committee or Gallery Chair if space is available, but not at the expense of other volunteers desiring to hang work in the Side Gallery.
- No theme is specified – the subject may be anything of the artist’s choosing.
- Artists may change their art if they wish, but should not move someone else’s artwork to fit theirs. If a piece of artwork sells, the artist may replace it with a similarly sized piece.
- Artwork may be rotated on a periodic basis at the discretion of the Gallery Chair or Committee.

- **UPPER GALLERY POLICIES**

- Space for art in this gallery should be requested from the Gallery Committee or Gallery Chair.

## **Volunteer Guidelines**

WAC is an all volunteer organization and depends on its members to keep the Firehouse Gallery open, as well as to help the organization fulfill its mission of bringing art to the community.

- **CURRENT VOLUNTEER STATUS**

- To be considered a “Current Volunteer,” a member must have logged an average balance of four volunteer hours per month from the beginning of the fiscal year (October 1<sup>st</sup>) through the current month. For example, at the end of October – 4 hours, at the end of November – 8 hours, at the end of June – 36 hours, etc.
- For a new member joining after the beginning of the fiscal year, hours will be counted from the month after joining, i.e., join in June, count hours starting in July.
- Volunteer hours **must be itemized on the volunteer sheet (including meetings attended and work done at home), emailed to the Membership Chair or called in to a gallery docent** before the end of each month. If time is not recorded, it will not be counted toward the volunteer requirement.
- Members expecting to be unable to volunteer for a while may bank extra hours beforehand to maintain an average balance and qualify for the current volunteer status.
- A member may also ask another member to substitute volunteer for her/him, but this must be clearly noted on the volunteer sheet. This person must be trained as a docent if volunteering in that capacity.

- **SOME WAYS TO VOLUNTEER**

- Docent in the Firehouse Gallery – the simplest and the best for everyone. We need volunteer docents on a regular basis to keep the gallery open. There are also additional incentives for being a docent, and it is greatly appreciated when members docent in addition to other activities listed below.
- Volunteer as a board member or a committee member. Volunteer hours may include time spent on WAC duties and attending meetings.
- 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 the Annual Founders Juried Show, The Na ‘Ōpio Show, other shows, or another activity put on by WAC.