

LAKEWOOD ARTS COUNCIL CO-OP GALLERY

A Community Based Membership Gallery

Members of the Lakewood Arts Council's Co-Op gallery exhibit their work on a regular basis on the ground floor of the LAC Community Art Center & Gallery. Members of the Co-op must be members of the Arts Council, pay a \$200 annual membership fee, and are required to work at the gallery once a month. No commission is charged on any sales in the gallery. LAC members interested in being part of the co-op gallery need to fill out an application form to be placed on the waiting list. New members are accepted as space becomes available; there is no jurying process to be a part of the co-op. There are four gallery managers who take care of business needs; all co-op members may vote on decisions regarding the rules of membership. The Arts Council Board makes decisions on the use of the Art Center.

The Art Center is the Lakewood Arts Council's office and is an information resource for art activities in the county. A wide range of activities occur at the gallery including luncheons, guest speakers, community meetings, art receptions, classes and workshops. Co-Op members must stay fully informed of all LAC activities in order to answer questions and act as representatives for the Arts Council and the Co-Op.

REQUIREMENTS FOR MEMBERSHIP INTO THE CO-OP GALLERY

1. The co-op consists of up to 30 paid members; any two or three dimensional fine art medium is acceptable.
2. Artists must be members of the Lakewood Arts Council. Artists wishing to be placed on the gallery waiting list must also be members of LAC; their name will be removed from the waiting list if their membership lapses.
3. Fees: Each member pays a \$200 yearly membership fee. The Arts Council underwrites the gallery for rent, utilities, and other expenses.
4. Commission / Insurance: No commission is charged on sales. No insurance is provided for theft or damage to artwork. We do carry liability insurance.
5. Each member is required to work at the Art Center once a month (one full day or two ½ days). Members must be able to work with the public, handle sales, answer questions about LAC business, and do other duties as required for the efficient handling of LAC business.
6. Each Co-Op member is entitled to display up to 5 framed original pieces or 4 works plus 2 small works (12" any dimension, incl. frame) or approximately 15 pieces of three-dimensional work. In addition, they may display bin work, and other items, as space allows. Members may change their work whenever they wish, although a complete gallery rehanging is scheduled three times a year. *Members are expected to provide some new work for the gallery at least twice a year.*
7. Art Center cards will be provided for the front to identify works. Identification tags listing artists name, title & medium should be placed by the artist on the back of the work.
8. Artists will use inventory forms supplied by the Art Center and should keep their inventory up-to-date. They are also encouraged to provide a resume page for the Co-Op notebook.
9. Co-Op members are expected to assist with Arts Council business as the need arises. This might include preparing materials for mailing, answering phones, and other needed chores. Members are expected to stay informed about Arts Council activities so they can assist the public and answer questions.

SPECIFICS OF GALLERY MANAGEMENT

- 1. Co-Op managers are Kathy Berls & Barbara Tobiska.
- 2. Financial matters are handled by Kathy Berls.
- 3. Membership meetings are held approximately three times per year; they are generally held on a Saturday and members are expected to attend. If you cannot attend, you must make arrangements to get information from another co-op member (preferably not a gallery manager).
- 4. Works are hung in mixed groupings. Works are hung by volunteer members under the supervision of a manager. Members do not hang or display their own work.
- 5. Gallery hours are: 10:00-5:00, Mon-Sat. We are closed on Sunday. Co-op members are expected to sit their full shift on their assigned day.
- 6. Calendar work schedule:
 - Each member is expected to work one day each month (or two 1/2 days).
 - In an emergency, a member may trade work days with another member. It is the member's responsibility to find a replacement for their work day if they cannot sit on their day. Assignments for work days are made on a first come request basis.
 - If you cannot sit on your assigned day, and cannot find a replacement, you may arrange for a manager to work for you. This should only be done in an extreme emergency. Fines may be imposed if you need to have a manager work for you.
 - If you forget to come in on your assigned day you will be fined a minimum of \$50. Failure to show up twice will result in elimination from co-op membership.

QUESTIONS, CONTACT KATHY BERLS kathyberls@hotmail.com 303-988-6819

LAKWOOD ARTS COUNCIL'S CO-OP MEMBERSHIP APPLICATION FORM

Return to: Kathy Berls, Lakewood Arts Council, 85 S. Union Blvd, Lakewood 80228

Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Email: _____ Website: _____

Medium: _____

Subject matter: _____

Price range: _____

Have you been involved with a co-op gallery before? yes no

If "yes", which one and where? _____

To be on the gallery waiting list, you must be a paid member of the Lkwd. Arts Council.