

## **SITTING MEMBERSHIP**



Fine American Craft  
Contemporary Art

26A Frazier Avenue o Chattanooga, TN 37405 o 423-267-9214

It is In-Town Gallery's goal as a cooperative gallery to help the individual artist grow and develop while maintaining the integrity of the Gallery and the respect for all members' work. The screening process for membership is based on Creativity, Composition, Mastery of Media, Presentation and Professional Skill.

Multiple media within a single category may be submitted for consideration.

Apply for membership by completing the application and returning it with three digital images of your latest (*preferably less than two years old*) work via e-mail to [jury@intowngallery.com](mailto:jury@intowngallery.com). Send a second email with your biography, artist's statement and two additional images.

We would like to see either a cohesive body of work or a variety of styles in various sizes within a specific category. All submissions must include titles, sizes and prices.

If the jury committee wishes to see your work in person, a \$25 application fee (cash or check) will be due when the submissions are brought to the gallery. If the jury committee decides to send your application to the membership for their vote, it will take approximately three weeks for a decision to be reached.

In-Town Gallery supports all artists who wish to change or add mediums, or add another category of art after their six-month tenure.

Thank you for your interest in becoming a member of In-Town Gallery!

[jury@intowngallery.com](mailto:jury@intowngallery.com)  
[carolott527@gmail.com](mailto:carolott527@gmail.com) (Questions)  
[www.intowngallery.com](http://www.intowngallery.com)  
[www.facebook.com/intowngallery](https://www.facebook.com/intowngallery)  
[instagram/intowngallery\\_chatt](https://www.instagram.com/intowngallery_chatt)

## ***SITTING MEMBER REQUIREMENTS & INFORMATION***

- The monthly rent is \$180 (paid separately and not deducted from art sales).
- A 20% gallery commission is deducted from each sale.
- Artists are paid 80% of their monthly sales within two weeks of the following month.  

(A discount may be offered to customers during special occasions where the Gallery adjusts its commission; the member still gets 80% of the original price.)
- New members will receive Induction and Orientation about the Gallery's operations.
- All artwork must be original and one-of-a-kind.
- All artwork must remain consistent with the original juried medium for the first six months.
- All artwork must meet display standards.
- Unframed reproductions are allowed, as well as cards, calendars and books.
- A point system is used to determine the amount of space allotted for Sitting Members. The amount will fluctuate depending on the number of members.
- Members are urged to provide new artwork every six months for all-member exhibitions in May and November.
- Members are requested to participate in the changeover of all art in May and November.
- Members are required to conduct routine retail sales transactions and interact with customers in a professional and courteous manner.
- Members are required and scheduled to work one day every three weeks with occasional extra days, depending on the number of sitting members.
- Members must work or otherwise cover their scheduled days by trading with other members, or paying a substitute worker a fee of \$70 M-S; \$50 on Sundays (a list of subs is located on the Member Contact sheet).
- Members are required and scheduled to work First Friday evenings in alphabetical rotation.
- Sitting Members are voting members.
- All-member meeting attendance is encouraged, as a quorum is necessary to conduct business and resolve issues upon which votes are needed.
- Participation in one standing committee and volunteer participation on any temporary committee(s) is requested.
- In-Town Gallery exercises a six-month probationary no-fault period for the mutual benefit of new members and the Gallery.

- Resignation before or after six months requires written notice to the Board of Directors two calendar months in advance, and completion of scheduled work days for that duration.

## ***BENEFITS OF MEMBERSHIP***

- Constant exposure seven days a week in a professional art gallery located on the thriving North Shore of Chattanooga
- Consistent gallery media coverage and advertising
- Low commission to the gallery on sales
- Opportunity to associate with other professional artists and artisans
- Opportunity to exhibit more than one medium after six months of membership
- Featured and advertised artist receptions on the First Friday of each month
- Opportunity to participate in two annual all-member exhibitions with advertised opening receptions
- Members enjoy the benefits of targeted advertising programs throughout the year
- Members may show and sell work in other venues without limitation

## ***JURY COMMITTEE PROCESS***

- The jury committee requires submitted artwork to be two years old or less.
- The jury committee will be notified that the required submissions have been received and will be requested to vote.
- After initial review, the jury committee may ask to see five samples, presented as if ready for sale with name, title, medium and price attached. A non-refundable \$25 Application Fee is due at that time.
- Upon successful review, the jury committee will recommend review and vote by the entire gallery membership (the voting process may take up to three weeks). A majority vote by the membership is required to extend an invitation to join.
- After review, the jury committee may decline the application.
- Artists who are declined may re-apply after six months with a new body of work.
- Artists who are returning members apply through the jury committee who will present the application to the membership for approval. If the returning member's medium has changed since their last tenure, their new work is vetted through the jury committee, as with a new member.

**COMPLETE and RETURN via E-MAIL to [jury@intowngallery.com](mailto:jury@intowngallery.com)**

## **IN-TOWN GALLERY**

### **SITTING MEMBERSHIP**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Primary Medium: \_\_\_\_\_

Phone(s) H: \_\_\_\_\_ /C: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Referred By: \_\_\_\_\_

## **APPLICATION for SITTING MEMBERSHIP**

Do you have restrictions or conflicts that will influence your work days at the gallery?  
Yes \_\_\_ No \_\_\_ If yes, explain:

Are you willing to fill in occasionally as a substitute worker (\$70-wkdays; \$50-Sundays)?  
Yes \_\_\_ No\_\_\_

Art education (formal; workshops; classes; etc.):

In what medium or mediums do you work? Describe in detail. If your work is 2-D, 3-D, Multi-Media or Mixed-Media including free-standing Assemblages, give a complete description. If you work in more than one medium within a category, please describe. (Media in other categories may be presented after six months' tenure).

How long have you worked in your current medium(s)?

Do you complete the entire process of creating your artwork? Yes \_\_\_ No \_\_\_  
If No, please explain.

Are you actively developing a current body of work less than two years old?  
Yes \_\_\_ No \_\_\_

Have you participated in a juried cooperative? Yes \_\_\_ No \_\_\_ If Yes, where?

Have you exhibited your artwork in a retail gallery? Yes \_\_\_ No \_\_\_ If Yes, where?

Have you been a member of In-Town Gallery? Yes \_\_\_ No \_\_\_ If Yes, when?

What was your Medium?

Do you sell your work in other venues (art shows, etc)? Yes \_\_\_ No \_\_\_ If Yes, where?

Do you show your work on other websites (Facebook, Instagram, etc.)? Yes \_\_\_ No \_\_\_  
If Yes, what are they?

What are your sizes and price ranges?

Do you have particular requirements for display? Yes \_\_\_ No \_\_\_ If Yes, please explain.

Have you had experience interacting with customers? Yes \_\_\_ No \_\_\_ If Yes, please explain.

Do you have experience such as bookkeeping, computer, graphic design, administration, marketing or other skills that can contribute to the overall operation of In-Town Gallery?  
Yes \_\_\_ No \_\_\_ If Yes, please explain.

What are your preferred day(s) to work at the Gallery?

Are you willing to participate in our semi-annual changeover of all artwork? Yes\_\_\_ No\_\_\_

Are you physically able to lift art on and off the walls? Yes \_\_\_\_\_ No\_\_\_\_\_

What other information would you like the jury committee to know about you, your artwork, background and experience that will be of benefit to In-Town Gallery?