

Membership Application



26A Frazier Avenue
Chattanooga, TN 37405
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. 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 decides to send your application to the membership for their vote, it will take up to 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
carolott527@gmail.com (Questions)
www.intowngallery.com
www.facebook.com/intowngallery
[instagram/intowngallery_chatt](https://www.instagram.com/intowngallery_chatt)

**MEMBERSHIP REQUIREMENTS
BY LEVEL**

	SITTING	CONSIGNMENT
Monthly Rent	\$180	\$90
Gallery Commission ¹	20%	50%
Display Space ²	Full	1/2
Work Requirement ³	Approx. 1 Day/ 3 Weeks	None
Events and Activities	Strongly Requested	Encouraged
Committee Participation	Strongly Requested	Not Required
Member Meetings Attendance	Strongly Requested (a quorum is required)	Encouraged
Member Voting	Yes	No
Resignation ⁴	60 Day Notice ⁵	30 Day Notice

¹ Artists are paid for 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 their set percentage of the original price.

² A point system is used to determine the amount of space allotted. The amount will fluctuate depending on the number of members.

³ See "Sitting Member Work Requirements" section below.

⁴ Requires written notice to the Board of Directors.

⁵ Completion of scheduled work days is required until actual departure.

GENERAL MEMBERSHIP REQUIREMENTS

- Artists are paid for 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 their set percentage 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.
- A point system is used to determine the amount of space each artist is allotted. Consignment Members are given one-half of the display space allowed for sitting members. The amount will fluctuate depending on the number of members.
- Unframed reproductions are allowed as well as cards, calendars and books with no points applied.
- All Members are requested to provide new artwork every six months for all-member exhibitions in May and November.
- All Members are requested to participate in the changeover of all art in May and November.
- All-member meeting attendance is encouraged, as a quorum is necessary to conduct business and resolve issues upon which votes are needed.

SITTING MEMBER WORK REQUIREMENTS

- Sitting members are voting members.
- Members are required to conduct routine retail sales transactions and interact with customers in a professional and courteous manner.
- New members will receive Induction and Orientation about the Gallery's operations.
- 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 "Art After Hours" evenings in alphabetical rotation.
- Participation in one standing team and volunteer participation on any temporary team(s) is requested.
- Resignation 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 exhibit more than one medium after six months of membership
- Featured and advertised “Art After Hours” artist receptions 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.
- 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 whose work is 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, SAVE and RETURN Application
via E-MAIL to jury@intowngallery.com**

In-Town Gallery

Membership Application

I am applying for: Sitting: Consignment :

Date	
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First Name:		Last Name:	
Address			
Phone:		Email:	
Website:			
Primary Medium:			
Referred By:			

In-Town Gallery Application

General Questions – All Candidates

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

2. 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.

3. If you work in more than one medium within a category, please describe (Media in other categories may be presented after six months' tenure).

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

5. Do you complete the entire process of creating your artwork?

Yes: No:

If No, explain:

6. Are you actively developing a current body of work less than two years old?

Yes: No:

7. Have you participated in a juried cooperative?

Yes: No:

If Yes, where?

8. Have you exhibited your artwork in a retail gallery?

Yes: No:

If Yes, where?

9. Have you been a member of In-Town Gallery?

Yes: No:

If Yes, when, and what was your medium?

10. Do you sell your work in other venues (art shows, etc)?

Yes: No:

If Yes, where?

11. Do you show your work on other websites (Facebook, Instagram, etc.)?

Yes: No:

If Yes, what are they?

12. What are your sizes and price ranges?

13. Do you have particular requirements for display?

Yes: No:

If Yes, please explain:

14. Are you willing to participate in our semi-annual changeover of all artwork?

Yes: No:

15. Are you physically able to lift artwork on and off the walls?

Yes: No:

16. 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?

In-Town Gallery Application

Sitting Member Candidates
Additional Questions

17. Have you had experience interacting with customers?

Yes: No:

If yes, please explain:

18. Do you have restrictions or conflicts that will influence your work days at the gallery?

Yes: No:

If yes, please explain:

What are your preferred days?

19. Are you willing to fill in occasionally as a substitute worker (\$70-wkdays; \$50-Sundays)?

Yes: No:

20. 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: