



379 Main Street, Placerville, CA 95667  
(530) 642-2944  
www.goldcountryartistgallery.com

## ARTIST'S GALLERY OBLIGATIONS

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**Gold Country Artist Gallery** is a Cooperative/Artists run gallery for regionally local artists, which means that each member has the responsibility to ensure that the gallery runs smoothly and professional at all times. Thus, all members must help with the daily functions of the gallery and present a professional appearance when working at the gallery. Each member is required to serve on a committee or be on-call as help is needed.

**STAFFING** - Members are required to work three 4 ¼ hour shifts per month (9:45AM-2:00PM or 2:00Pm to 6:15PM), regardless of their space size. If you are unable to work your shift, there are artists who will work your shift for \$30. You can also trade shifts with another artist. Be sure to note the change on the monthly schedule at the front desk. If you have specific dates that you cannot work during the upcoming month (i.e., vacation) you must notify via email the scheduler no later than the 7th of the preceding month and they will do everything possible to accommodate your requests.

**CUSTOMER SERVICE** - Members must demonstrate effective communication skills and conduct business with potential customers in a professional manner. This means that each customer must be greeted upon entering the gallery and helped when needed. Members must be able to ascend and descend stairs, carry art work safely, move items from the front window when asked, and perform light housekeeping. Each member is encouraged to independently recognize what needs to be done to maintain the gallery business by submitting suggestions to the board or act as needed. Check any postings in the back room for such as "Things To Do" while working.

**ROTATION OF ARTWORK** - 2D Artwork is rotated to a different location in the gallery every first Monday of the month. A list will be produced and emailed to all members by the scheduler and placed at the front desk. Each artist is required to rotate their own artwork as indicated by the rotation schedule, unless otherwise notified. 2D artists must be able to ascend and descend stairs, and climb short ladders while holding art pieces to move their work. Rotation of artwork may start after 4PM the day before move day and must be completed by end of move day. 3D Art rotation on pedestals schedule will be prepared by a designated member and artists will be notified if they need to move.

**PROBATIONARY PERIOD** - New artists are subject to a six-month probationary period, after which, any artist who does not meet the requirements to fulfill their responsibilities, or follow established procedures, shall be asked to leave Gold Country Artists Gallery. (See Article V, item #3 in the Bylaws for more detail.) Upon acceptance into the Gallery, a new member will be given a New Member Booklet, that contains gallery procedures & process information, such as By-Laws, Guidelines for Aesthetics, Marketing, Finance and other key elements in running the gallery effectively.