

**Application and Information for Northcoast Artists, A Cooperative Gallery**  
**362 N. Main St., Fort Bragg, CA, 95437 • 707-964-8266 • www.northcoastartists.org**

Northcoast Artists Gallery was established in 1986 as a venue for emerging artists. NCA is a true cooperative, owned and operated by its members, who share all the responsibilities of running the gallery.

To be eligible for membership, you must live and work in the Mendocino County area. We are seeking artists who excel in their chosen discipline and bring diversity to the current work we exhibit. Artwork should be original and unique in comparison with what we currently display. It is also very important to have a cooperative spirit, enjoy working with your peers and connecting with the public.

All applications will be reviewed. **Please read carefully the responsibilities involved with participating in our gallery before submitting your application.** If accepted, you will be offered a Guest Membership for a 6 month trial period. During this trial period, you will have time to decide if NCA works for you. After the 6 month period, you may apply for a Full Membership. Your application for Full Membership will then be put to a vote.

### **Responsibilities of a Guest Member**

1. All artists (both Guest Members and Full Members) pay a monthly rent of \$120; this membership rent fee is due on the 1st of the month, no exceptions.
2. Each artist is required to work 2 full-day shifts every month at the gallery. (Each shift is 11 to 5, closing may take an additional 1/2 hour or so.) Your shifts may be half days if you coordinate with another member to fill your work quota.
3. Each member has a job to maintain the function of the gallery (6-8 hours a month). **As a Guest Member, coming into the gallery, you will be working on the setup/display crew, which meets on the Wednesday before first Friday of each month.**
4. We all attend a monthly Zoom meeting. Meetings usually last an hour and held the Wednesday before set-up at 5 pm)
5. We all attend the Annual Meeting, held each January. (1/2 day for Guest Members)
6. You are responsible for your display by keeping it current and clean.
7. All artists are required to work 2 night shifts at a First Friday Opening each year. Either Host or run the front desk. This could potentially be 1 shift if you decide not to stay.
8. All artists are encouraged to attend First Friday Openings, but it is not mandatory.

### **Responsibility of the Gallery**

1. Promote and encourage sales of members' artwork.
2. Provide monthly checks for 85% return on work sold and a 1099 tax form at the end of the year.
3. Train each Guest Member to do their job, how to run the front sales desk, open and close, etc.

### **Becoming a Full Membership**

1. A one-time membership investment of \$200 is due at the time you become a full member. Payment plans are available.
2. Full Members vote on all important issues, including Guest Member applications.
3. Full Members are guaranteed a show every 2 years. (Artists are usually able to have a show annually)
4. Full Members can apply for different job positions at the Annual Meeting.
5. If a Full Member needs to leave, they can apply to stay in the gallery with 60/40 status.

## Northcoast Artists Gallery Membership Application

Date \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

Social Media link \_\_\_\_\_

To apply for a Guest Membership, please supply the information requested below. Either mail in this application or drop off at the gallery. You may use the back of this form or additional pages to complete your answers. Of course, typewritten answers are greatly appreciated. Thank you!

1. Your resume, along with a brief statement about your work.
2. Thumb drive, website, or social media link, with images that represent the kind of work you intend to show.
3. Your medium and a brief description of your technique.
4. Any experience that might contribute to the gallery, such as sales, web design, construction, etc.
5. The price range of your work and if you are producing enough to keep an adequate selection in the gallery and to change your display frequently.
6. How do you think you and Northcoast Artists will benefit each other?
7. Other places you have shown your work.
8. Please add any other pertinent information about yourself and your work that you would like us to know.

A membership committee will review your application materials and contact you about an initial interview where you should bring 8 to 10 pieces of your work. After that initial meeting, it will be decided whether or not to ask you to come to the monthly Zoom meeting, to introduce yourself, and present your work to the entire group. Afterwards, one of the members will call you with the decision within 24 hours.

Thank you for your interest in joining us!

**Northcoast Artist Gallery New Member Committee**