



2305 Dunlavy Street  
Houston, TX 77006  
713.522.2409  
www.archwaygallery.com

## MEMBERSHIP APPLICATION

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

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

Phone:(H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

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

Other talents, skills, or experience you can contribute to the gallery such as computer, bookkeeping, carpentry, etc.: \_\_\_\_\_

Please check the best description of your artwork:  2-D  3-D

Figure  Landscape  Still Life  Non-Objective  Other

### WATERCOLOR

- Abstract
- Expressionism
- Conceptualism
- Impressionism
- Realism
- Other

### OIL PAINTING

- Abstract
- Expressionism
- Conceptualism
- Impressionism
- Realism
- Other

### ACRYLIC

- Abstract
- Expressionism
- Conceptualism
- Impressionism
- Realism
- Other

### 3-DIMENSIONAL

- Sculpture (Bronze/Clay/Other)
- Pottery
- Wood
- Glass
- Other

### MIXED MEDIA

- Collage
- Assemblage
- Other

### PRINTMAKING

- Etching
- Collagraph
- Serigraph
- Monoprints
- Other

OTHER: (Describe) \_\_\_\_\_

1. Are you aware of our Buy-In Fee? (Yes \_\_\_ No \_\_\_)
2. Are you aware of our Monthly Rent? (Yes \_\_\_ No \_\_\_)
3. Are your hours flexible enough to work 8 - 16 hours per month? (Yes \_\_\_ No \_\_\_)
4. Are you aware of our Business Meetings & Installation Days once a month? (Yes \_\_\_ No \_\_\_)
5. Are you aware of our Saturday Evening Receptions? (Yes \_\_\_ No \_\_\_)

The following must be included with your application to be considered for Gallery Membership:

- Photographs, CD, or Website Images of Your Artwork
- Biographical Information
- Resume

**\*This information will be kept on file until an opening is available.**

- \*Due to limited space, if submitting portfolios for consideration they must be standard size.**
- \*Send All Submissions to Archway Gallery or Christie Coker via [Christie@ChristieCoker.com](mailto:Christie@ChristieCoker.com).**



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Thank you for your interest in Archway Gallery. Hopefully, the following information will be helpful in your decision-making process.

**Archway Gallery is artist-owned and operated and has been introducing talent to the Houston art market since 1976. The functioning of the gallery is overseen by a 9-member board of directors consisting of gallery artists; our board meets annually or as needed. Installation Days and Gallery Receptions occur monthly, usually on the first Friday and Saturday of the month. Installation Day consists of each member placing his/her work in a designated space that is rotated monthly by the gallery curators. Gallery Membership Business Meetings occur monthly on Installation Days. All major decisions are decided by a 3/4 membership vote.**

**Commitments and Responsibilities of Archway Members:**

-Members serve as "art dealers" for one another and each member is expected to work a minimum of 8 hours each month in the gallery handling the daily work and sales at the gallery.

-Members are given an administrative duty such as curator, public relations, repair and maintenance, gallery work calendar, gallery exhibition calendar, membership liaison, website, mailing list, etc. Some duties can be performed on workdays; however, potential members should be aware that some time outside of gallery business hours may be required.

-Members are expected to assist with Installation Days and to attend the Membership Business Meetings; plan to spend several hours assisting with preparations for the Opening Reception. Members are strongly encouraged to attend gallery receptions and special events.

-Currently, each member pays \$300.00 each month for rent. All new members must pay a one-time "Buy-In" fee of \$375.00 which is nonrefundable, along with their first and last month's rent. All members sign a contract agreeing to stay in the gallery for at least 1 year and to give at least 3 months notice if withdrawing from the membership.

-Currently, each member is charged a 15% commission on their sales which goes into a gallery fund for expenses and repairs; Featured Artists are only charged a 7½% commission as a courtesy to assist with the show expenses. Charge card fees applied by the card companies are deducted from the artists' sales. A check for the sale, less commission and credit card charges, is issued to the artist by the gallery.

-Each member is allowed a one-person show approximately every two years. The member is expected to pay the cost of invitations and half of the postage. Archway Gallery has developed an extensive mailing list for the use of the members; in addition, the gallery has access to many free listings.

**Becoming a Member:**

-When a current member leaves our gallery, we begin looking for another artist to keep our total number of artists at the desired level. Membership is determined by the quality of the artist's work, the current balance of work in the gallery pertaining to style and media, and the acceptance of the members by a three-fourths vote. Every effort is made to maintain a high degree of excellence and pride in our gallery, our work, and the people we represent.

-If you are interested in becoming a member, please fill out an application form and submit it with your biography, resume, and images of your work (they may be photographs, a CD of images, or a website location). This will be placed in our files for future reference and will be reviewed when there is an opening for a new member. If a membership position becomes available and there is interest in your work, you will be asked to bring original work for viewing and consideration; you will be contacted to arrange an interview. Be sure to include a current address and phone number when you submit your application, and keep that information updated if any changes occur.

To become more familiar with Archway Gallery, feel free to visit often, attend gallery receptions, and ask the gallery artists questions. Please let me know if you need any additional information. Thanks for your interest in Archway Gallery!

**Christie Coker**

Archway Gallery, Membership  
Cell: 713-206-2997  
Christie@ChristieCoker.com

**Please keep this page for your records.**