



MEMBERSHIP APPLICATION

2305 Dunlavy / Houston, Texas 77006 / ArchwayGallery.com / 713-522-2409

Name: _____ **Date:** _____

Address: _____ **Zip:** _____

Phone: (H) _____ (W) _____ (C) _____

Email: _____ **Website:** _____

How do you know about Archway Gallery? Do you know any of our current members?

Why do you want to join Archway Gallery? What objective(s) do you have for being a member of the gallery?

What is your capability with computer applications, including email, MSWord, Excel, and other applications such as website or database software?

What other talents, skills, or experience might you contribute to the gallery, such as copy writing, bookkeeping, carpentry, maintenance skills, social media, marketing, etc.?

Are you dedicated full-time to creating art, or do you have a full/part-time job? If the latter, please describe.

ABOUT YOUR ART

Check the Best Description of Your Artwork: _____ 2D _____ 3D (Pedestal) _____ 3D (Wall)

Describe your Media: (Photography, Mixed Media, Oil, Watercolor, Acrylic, Printmaking, Clay, Metal, Glass, etc.)

Describe your Genre: (Non-Objective, Figurative, Landscape, Still Life, etc.)

Describe your Style: (Abstract, Realism, Impressionism, Expressionism, Conceptualism, etc.)

Describe your sizing, price range, unique characteristics, and any other information you would like us to know.

ABOUT YOUR APPLICATION

1. Are you aware of our Initiation Fee? (Yes____ No____)
2. Are you aware of our Monthly Rent? (Yes____ No____)
3. Are your hours flexible enough to work 8 hours per month? (Yes____ No____)
4. Are you aware of our Business Meeting & Installation 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 membership:

- Photographs or a Website Representing the Full Range of Your Artwork
- CV and Brief Biographical Information

*Your information will be on file for future membership availability.

*Send all submissions to Archway Gallery:

Archway Gallery
Attn: Christie Coker
2305 Dunlavy Street
Houston, TX 77006

For questions, contact Christie Coker at Christie@ChristieCoker.com or info@archwaygallery.com.

Thank you for your interest in Archway Gallery.

Archway Gallery has been artist-owned and operated since 1976. The operation of the gallery is overseen by an elected Board of Directors (gallery artists) and is managed by all the member-artists. Monthly installations and opening receptions typically occur on the first Friday and Saturday of the month (with exceptions due to holidays). The monthly business meetings occur on Installation Day each month. The gallery is a registered S Corporation and operates under an established set of Bylaws.

Commitments and Responsibilities of Archway Members:

-Members are expected to work 8 hours each month handling the daily work and sales at the gallery. You may do this as a single 8-hour day, or two 4-hour days by signing up on the monthly work calendar.

-Members are each assigned jobs such as curator, marketing, gallery work calendar, gallery exhibition calendar, membership, website, mailing list, accounting, etc. Some duties can be performed on gallery Work Days; however, you should expect to spend some hours outside of regular gallery work hours.

-Members are expected to attend the monthly business meeting (available on Zoom) and assist in the monthly installation. Plan to spend several hours at the gallery on this day.

-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 the 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 membership.

-Currently, each member is charged a 15% commission on artwork sales; the commission is reduced to 7 ½% when a member is the Featured Artist as courtesy to offset exhibition expenses. Credit card fees are deducted from an artist's sales. A check for the sale, less commission and credit card charges, is issued to the artist by the gallery. The gallery pays the artists' state sales taxes, but it is the responsibility of each artist to file an annual sales tax return with the Texas state comptroller (with a \$0.00 balance due).

-Each member is allowed a one-person exhibition approximately every 2 ½ - 3 years. The Featured Artist is expected to pay the printing cost of invitations, half of the postage, and miscellaneous other expenses. Archway Gallery maintains an extensive mailing list for the use of the members.

Becoming a Member:

-Membership is determined by the quality of the artist's work, the current balance of artwork styles and media in the gallery, and the Membership Committee's feedback in reference to the applicant's interview.

-If you are interested in becoming a member, please fill out an application form and submit it with the required materials to Christie Coker (see below). When an opening develops, you will be asked to bring artwork originals for viewing by our current members, and you will be contacted to arrange an interview.

To become more familiar with Archway Gallery, please visit often, attend our gallery receptions, and meet our member artists. Let us know if you have any questions.

Christie Coker, Membership Coordinator
713-206-2997
christie@christiecoker.com

*Please Keep This Information for Your Files.