

# MEMBERSHIP APPLICATION

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

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

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

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

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

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Please check the best description of your artwork: \_\_\_2-D \_\_\_3-D

\_\_\_Figure \_\_\_Landscape \_\_\_Still Life \_\_\_Non-Objective \_\_\_Other

## WATERCOLOR

\_\_\_Abstract  
\_\_\_Expressionism  
\_\_\_Expressionism  
\_\_\_Conceptualism  
\_\_\_Conceptualism  
\_\_\_Impressionism  
\_\_\_Impressionism  
\_\_\_Realism  
\_\_\_Other

## OIL PAINTING

\_\_\_Abstract  
\_\_\_Expressionism  
\_\_\_Conceptualism  
\_\_\_Impressionism  
\_\_\_Realism  
\_\_\_Other

## ACRYLIC

\_\_\_Abstract  
\_\_\_Realism  
\_\_\_Other

## 3-DIMENSIONAL

### PRINTMAKING

\_\_\_Sculpture (Bronze/Clay/Other)  
\_\_\_Pottery (for mixed media)  
\_\_\_Wood  
\_\_\_Glass  
\_\_\_Other

## MIXED MEDIA

\_\_\_Collage  
\_\_\_Assemblage  
\_\_\_Other

\_\_\_Etching  
\_\_\_Colligraph  
\_\_\_Serigraph  
\_\_\_Monoprints  
\_\_\_Other

## OTHER:

(Describe) \_\_\_\_\_  
\_\_\_\_\_

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 - 16 hours per month? ( Yes\_\_\_\_No\_\_)
4. Are you aware of our Business Meetings & Hanging 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 Partnership:**

**Photographs, CD or Website of Your Artwork**

**Biographical Information**

**Resume**

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

**\*Due to limited space, please submit standard sized portfolios for consideration.**

**\*Send All Submissions to Archway Gallery.**

Thank you for your interest in Archway Gallery. Hopefully, the following information will be helpful in your decision to pursue a partnership with us.

**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 an elected board. Our board consists of 9 elected gallery members who generally meet once a month. Hangings and receptions occur monthly on the first Friday and Saturday of the month. "Re-hanging" the gallery consists of each partner placing his/her work in a designated space that is rotated by the gallery curators. Business meetings are called as needed, usually monthly. All major decisions are decided by a 3/4 vote of all members.**

**Commitments and Responsibilities of Archway Members:**

-Members serve as "art dealers". You are expected to work one or two 8 hour days each month handling the daily work and sales at the gallery.

-Members are given an administrative duty such as curator, public relations, repair and maintenance, historian, gallery work calendar, gallery exhibition calendar, membership, website, mailing list, etc.. Some duties can be performed on work days; however, you should expect to spend some hours outside the gallery hours.

-Members are expected to attend and assist in the re-hanging of the gallery and the business meetings. Plan to spend several hours at the gallery.

-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; while only a 7 ½% commission is charged when you are the Featured Artist as a courtesy to help 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. It is the responsibility of the artist to pay the state sales taxes.

-Each member is allowed a one-person exhibition approximately every year and a half. 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, and we also have access to a large group of 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. Efforts are made at all times 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 and send it to Christie Coker [christie@christiecoker.com](mailto:christie@christiecoker.com). You may include your website location. This will be placed in our files for future reference and will be reviewed when we have an opening for a new member. If we need another gallery member, and there is interest in your work, you will be asked to bring originals 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.

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.

Christie Coker  
Archway Gallery, Membership  
713-206'2997  
[christie@christiecoker.com](mailto:christie@christiecoker.com)

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