



Join the Artists' Studio

The Artists' Studio has been in operation since 1987, providing artists the opportunity to show and sell their work, giving the public access to artistic innovation, and generating productive and stimulating interaction among artists and collectors. Take this opportunity to interact with a community of active artists.

Sell your work:

At The Artists' Studio in the Palos Verdes Art Center

At The Artists' Studio in the Promenade

At the Artists' Studio Booth at Malaga Cove Summer Art Shows

On the Palos Verdes Peninsula Artist Studios Tour

On the Artists' Studio website – www.artists-studio-pvac.com

The Artists' Studio Gallery is a true artists' cooperative that operates under the auspices of the Palos Verdes Art Center. We have two galleries, one in the *Palos Verdes Art Center*, and a second in the *Promenade on the Peninsula* shopping center. The first shows a selection of work from all participating artists; the exhibition changes monthly. The second showcases the work of three artists every six weeks, with group shows during the holidays, July and August. Every day a different artist staffs our galleries. All members participate in some aspect of gallery operation.

Come and join the excitement!

Complete and return to Lesley Heaton, TAS Membership Chairman, c/o The Artists' Studio Gallery of Palos Verdes Art Center, 5504 West Crestridge Road, Rancho Palos Verdes, 90275. For further information: Lesley Heaton, 310-316-9523, TAS is a cooperative of area artists, all members of PVAC, who work together to display and sell their work. Our gallery is staffed by member artists; all members must staff or pay a designated member to do so. **All members must contribute to some facet of gallery operations. (See attached Preference Sheet.) Familiarize yourself in person with the gallery before applying - check our website at www.artists-studio-pvac.com. If more space is required, use the reverse side of application.**

THE ARTISTS' STUDIO MEMBERSHIP APPLICATION

Requirements for TAS membership:

1. Membership in the Palos Verdes Art Center (PVAC).
2. Availability of an opening in a medium that contributes to the balanced composition of TAS Gallery (TASG).
3. Payment of a one-time \$80 initiation fee for the first gallery, and \$300 annual dues plus \$20 per month for Satellite Members, (Satellite dues are paid quarterly, semi-annually or annually.)
4. Attendance at membership meetings, usually four times a year.
5. **Staffing:**
 - **members of TASG/PVAC, once monthly and special events three or four times a year.**
 - **Members of TASG/Satellite, monthly and special events.**
6. Active participation in some aspect of the ongoing leadership, management or maintenance of TAS Galleries.
7. An inventory of recent work, pieces required determined by the medium.

Minimum PVAC location inventory:

- 2-D, two recent, original works every-other-month.
- 3-D, no minimum, work is submitted monthly.

Minimum The Village inventory:

- 2-D, two recent, original works for the Holiday Show (end of November/first of December); new body of work for Showcase exhibit, small body of work once a year for group show.
- 3-D, as per 2-D requirements above.

Prospective members are judged on the consistent, overall quality of their work, its conformity to the current needs of TAS, their commitment to PVAC and their cooperative attitude.

Six works (framed if 2-D) representative of what you wish to show must be presented for jurying. Applicants will be notified of jury date in advance by Membership Chairman. Jurying is by a TAS committee consisting of at least one juror with expertise in each medium. Should no openings exist in applicant's medium or gallery of choice, applicants will be juried onto a waiting list and notified as soon as there is an opening. **Fees are payable only after applicant is accepted as an active member.*** (Juries are held the first Friday of February, June and October & as needed.)

Name _____ Phone _____ E-Mail _____

Address _____ City _____ Zip _____

Formal Training _____

Art Background _____

Medium to be Exhibited in TAS _____

Art Associations: Past _____ Office Held _____

Present _____ Office Held _____

PVAC Art Group _____ Office Held _____

Art Related References _____

Galleries in Which Exhibited _____

Acceptance in Juried Shows _____

Awards _____

Gallery Preference: TAS/PVAC _____ TAS/Satellite _____ Both Galleries _____

Experience In: Teaching Accounting Marketing Sales Display Management Installation Installation
 Publicity (Attach Artist's Statement and Resume)

(Office Use Only) DATE JOINED PVAC _____

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THE ARTISTS' STUDIO JOB PREFERENCE SHEET

NAME _____ PHONE _____

In addition to staffing, all members of TAS are REQUIRED to assume the responsibilities of an officer, committee chairman, committee member, or otherwise helping with the tasks related to operating as cooperative galleries. Indicate **at least five (5)** choices in order of preference by number (1, 2, 3, 4, 5, 6 etc.). (See: “**Job Descriptions**” for details.)

Officers **Elected** Each May:

- | | | |
|---------------------------|-------------------------------|----------------------------|
| _____ Director | _____ Assistant Director | _____ Treasurer ** |
| _____ Bookkeeper** | _____ Corresponding Secretary | _____ Recording Secretary |
| _____ Parliamentarian | _____ Manager TAS Galleries | _____ Fashion Show Manager |
| _____ Membership Chairman | _____ Malaga Cove Chairman | _____ Studio Tour Director |

Board positions require attendance at Board Meetings at least eight times a year, as well as General Meetings. Past Director is a non-elective Board position.

- | | | |
|-------------------------------|----------------------------------|--------------------------------------|
| _____ Advertising | _____ Internet Updating | _____ Showcase Advisor |
| _____ Art Rental | _____ Mailing List** | _____ Signs & Banners |
| _____ Assistant PVAC | _____ Maintenance | _____ Special Events Recruiter |
| _____ Assistant Satellite | _____ Malaga Cove Chair | _____ Special Events Staffing |
| _____ Biography Book** | _____ Malaga Cove Friday Tasks | _____ Staff Openings PVAC |
| _____ Bookkeeping** | _____ Malaga Cove Saturday Tasks | _____ Staff Openings Promenade |
| _____ Card Oversight | _____ Malaga Cove Set Up | _____ Wall Labels, PVAC or Promenade |
| _____ Carpentry | _____ Marketing | _____ Wearable Art Aide/s |
| _____ Chamber of Commerce Rep | _____ Membership. | _____ |
| _____ Display - Galleries | _____ Painting walls, etc. | _____ Internet Savvy |
| _____ Emergency Leave Staffer | _____ Photo Book (needs camera) | _____ I can do accounting |
| _____ File Folder Maintenance | _____ Photography | _____ I can take notes |
| _____ Financial | _____ Print Bin Oversight | _____ I have a computer!** |
| _____ Gallery Housekeeping | _____ Publicity | _____ I have a SUV, Van or Truck |
| _____ Graphics – Postcards** | _____ Purchasing | Areas of Expertise _____ |
| _____ Hanging | _____ Repairs | _____ |
| _____ Hospitality | _____ Showcard Info & Archive | Skills Not Listed _____ |
| | | _____ |

** = computer required

One major job? Many small?

JOB DESCRIPTIONS - TALENTS NEEDED

Choose at Least Five

Executive Board: Requires attendance at Board Meetings usually 10 - 12 times a year, usually third Thursday of the month, varies, depends on best day for current Board members.

Director: Oversees TAS operation, PVAC interface. Conducts Board, General and necessary meetings, Mediates, confers, organizes.

Assistant Director: Stands in for Director as needed, aides/assists, in line for office following year.

Treasurer: Currently paid PVAC staff;

Finance Chair: Receives reports, approves, oversees

Bookkeeper: Weekly entry of individual sales, monthly report to Treasurer, needs computer.

Recording Secretary: Must be computer literate and have e-mail. Takes notes at meetings, condenses.

Corresponding Secretary: Reads correspondence received; good position to become familiar with TAS & Board, – replenishes TAS forms as needed. Stands in for Recording Secretary when needed

Membership: Chair/cCommittee--coordinates jurying, keeps membership records. Full Board.

Parliamentarian: Heads By-Laws Committee, Nominating Committee, well versed in Robert's Rules.

TAS Gallery Manager: Oversees and coordinates operation of TAS galleries, creates and provides TAS forms, writes and updates Procedure Books, provides lists and materials common to all galleries, approves publicity and showcards, does marketing & advertising, writes newsletter, creates staffing calendars, assists with Mail Chimp, on-line informatives, Signatures and Studio Tour Program, tickets & advertising.

Wearable Art Manager: Oversees and coordinates Exhibitions of Wearable Art.

General Membership Jobs

Advertising: Researches areas/costs for advertising, writes copy, arranges for photos, places ads. Random. (All advertising must be approved by Gallery Manager first, then PVAC PR)

Art Rental: Tracks paperwork for rentals, may market, on marketing committee. Sporadic.

Assistant Bookkeeper: Non-board, Picks up funds weekly, reconciles receipts and charges; keeps cash box balanced, banks, gives report and receipts to Bookkeeper, both galleries.

Assistants, either gallery: Helps Manager in operation of galleries. As needed.

Biography Books: One for each gallery, enters/updates bios from artist-supplied material. Needs computer. Sporadic. Bios for PVAC Gallery are on the gallery computer.

Carpentry: Installing, fixing, building. Sporadic.

Chamber of Commerce Rep: Attends mixers and other functions to p.r. galleries; hand out showcards or special event info.

Display: Promenade or PVAC-3-D work. PVAC, 1st Thursday, once a month, usually 5 p.m; Promenade: every six weeks on a Monday.

Emergency Leave Staffer: Fills in full-days for those who take a Leave of Absence due to an emergency

File Folder Maintenance: Adds file folders with inside pocket for new members, replaces old ones as needed.

Financial: Able to do accounting of special events or general gallery requirements.

Finance Committee Chair: Chairs committee to plan and evaluate annual budget - past Board Member (Treasurer or Director.)

Graphics: Able to create postcards, marketing materials in a format which can be sent to a print shop.

Hanging: Satellite or PVAC. PVAC begins at 5:00 p.m., time required varies, monthly. Satellite – every six weeks, backroom, all gallery holiday show before Thanksgiving, plus two months between June and August, Mondays. Needs Chair and members.

Hospitality: Refreshments at meetings quarterly, coordinates June potluck and TAS "food" functions.

Mailing List: Requires computer. Maintains mailing list from TAS sales and visitor's books, provides labels from list for TAS mailings.

Maintenance: Painting, vacuuming, cleaning windows, etc. Morning after take-in monthly at PVAC and as needed, either gallery. (Mostly at Promenade)

Malaga Cove Chair: Coordinates and oversees. One weekend April - September

Malaga Cove Staffing: Helps set up, break down and staff – a people person! Usually 8:30 am – 5 pm.

Malaga Cove Friday Pick up, Saturday Drop Off - Sunday Pick up of 3-D, wearables and PVAC materials.

Malaga Cove Saturday pick up, Sunday rehang

Malaga Cove Set Up: Helps set up and take down either or both days

Marketing: Active, creative group researches ideas and implements. Random

Marketing: Social Media: FaceBook, Pinterest, Twitter, Instagram, Blog, etc. Creates to represent both galleries, ability to write, do photography. At least monthly and as new events happen.

Marketing: Publicity for internet: Updates listings for special events and showcasing.

Painting: As needed for both galleries; walls, pedestals, etc.

Photo Book: Keeps notebook of over-all photos from shows for future reference. (photo of walls or groups, not individual items – needs digital camera)

Photography: As needed photos for advertising/publicity. Coordinates with advertising. Sporadic.

Publicity: Writes and dispatches publicity releases. Awareness of activities in both galleries, able to meet deadlines, coordinate with gallery manager, Director and PVAC.

Publicity, Mail Chimp: Manages e-mail list, sends for showcase at Promenade, plus one for after rehang at PVAC monthly, and for Signatures and Studio Tour or more often as needed.

Purchasing: As needed. Researches best provider, places orders, follows through. Sporadic.

Repairs: Can do or arrange to do, either gallery.

Special Events Staffing: Lines up staffers to work designated hours for special events or additional staffers when needed. (Mainly for PVAC)

Showcard Info & Archive, Promenade - Every month

Showcase Advisor: Reviews Showcase materials with new members, explains, monitors timeline.

Signs and Banners: Makes from fiber or paper - creative job, for special events and openings, Sporadic.

Special Requests: Familiar with work of all artists; can follow through, arrange for completion of both specific and general requests. Must not procrastinate. Job done mostly by phone. Sporadic.

Staff Openings: Staffs extra hours at evening or weekend events, over and above the required once or twice a year.

Studio Tour Chairman: Coordinates, plans and directs yearly tour.

Studio Tour Assistant/s: In-line job for Chairman. Assists with aspects of tour.

Wall Labels: Both galleries. Must remind members of deadline, follow up that all have submitted and create. Monthly at PVAC, needs ability to mount on foamcore, cut to size and deliver for hangng.

Promenade: As above to collect and enter data, print, cut to size and deliver by hanging date. Every six weeks. Able to check for accuracy. .

Wearable Art Aide: All wearable artists plus interested others. Wearable artists, except for Coordinator, also hold other jobs.