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## Membership Application

**Please print**

Name .....

Mailing Address .....

City, State & Zip Code .....

Email Address: .....

Home Telephone: .....

Mobile Phone: .....

Website: .....

**Committee Assignments:** Membership at Asheville Gallery of Art (AGA) requires participation on two operating committees. New members may serve on the following committees:

**Advertising & Public Relations Committee — responsible for:**

- Maintaining AGA’s website • Developing and editing content for promotional purposes
- Interfacing with print media and social media outlets

**Exhibition & Events Committee — responsible for:**

- Coordinating Artist of the Month (AOM) shows •Curating group shows and special events
- Coordinating the quarterly rotation of all members’ exhibits

**Finance Committee — responsible for:**

- Working with AGA’s accountant on monthly bookkeeping and tax filing • Providing financial updates to the membership • Administering the Square POS system and online store

**Gallery Design & Maintenance Committee — responsible for:**

- Gallery facilities • Coordinating repairs •Developing signage• Stocking supplies
- General housekeeping

**Procedures & Documentation Committee – responsible for:**

- Maintaining AGA’s Bylaws, contracts, policy documents and forms •Creating the annual gallery clerking schedule

Effort will be made to accommodate individual preferences for committee assignments, while assuring that all committees are appropriately staffed. Please list your top three committee preferences in order, taking into account where your skills and experience may be most helpful:

1. ....

2. ....

3. ....

Please answer the following questions, using the back page if necessary.

1. What draws you to being a member of a co-op gallery?

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2. Have you ever been a member of a co-op gallery before? If so, please summarize your duties.

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3. How many minutes do you live from downtown Asheville? Will you have any transportation issues?

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4. Participation in gallery clerking days, member meetings, and contributing to committee work is a critical aspect of membership. Are there any restrictions or conflicts that could interfere with your full participation as a gallery member?

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5. Do you have POS (point of sale) and cash handling experience? If so, please list.

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6. Do you have software experience (ex. Word, Excel)? If so, please list programs.

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7. What can you contribute to running a cooperative business? What specific skills do you have that will enhance the Asheville Gallery of Art?

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## Prospective Member Information

AGA's membership year is from November 1st through October 31st. Current annual dues are \$1,200, however, a rent increase effective November 2022 will necessitate a commensurate raise in our 2022-23 dues.

### Some of the Co-op Membership Requirements are:

- Live close enough to the Gallery that travel time is not an impediment to performing all clerking or committee duties or replacing sold artwork..
- Work one day a month in the gallery as the clerk.
- Greet and interact with customers.
- Become proficient at completing a variety of sales transactions and tasks.
- Serve on at least two committees, which requires extra time each month beyond scheduled work days.
- Computer skills, including emailing, word processing, and social media.
- Have your own artist's website and/or social media presence.

Please email any questions and the completed application, along with five digital images of your current work no larger than 2mb, saved at 72dpi to [ashevillegalleryofart@gmail.com](mailto:ashevillegalleryofart@gmail.com). The Jury Committee will contact you and give you instructions on the process of meeting you and viewing your work.

If accepted, you will need a Merchant Certificate of Registration, commonly called a Sales and Use Tax ID Registration. You can apply for this at the North Carolina Department of Revenue, 2800 Heart Drive, Asheville, NC 28806 (behind the outlet mall in the Ridgefield Business Park), phone 1-877-252-3052 or online at: <https://www.ncdor.gov/taxes-forms/sales-and-use-tax/sales-and-use-tax-forms-and-certificates/registration-applications>.

Artists juried into the AGA are put on a waiting list to fill available member vacancies as they occur. A non refundable fee of \$100 is paid upon notification of acceptance to hold your place on the waiting list. Your placement fee will be applied to the first membership dues installment when you are called to fill the vacancy.

AGA is a smoke-free and vape-free environment.

**I understand the AGA membership requirements as described above.**

**Please check one:**  I AM  I AM NOT able and willing to meet all required membership obligations.

Signature: .....

Date .....