



Verksted Gallery A Fine Arts and Crafts Cooperative

18937 Front Street, Poulsbo, WA 98370
Mailing Address: P.O. Box 922, Poulsbo, WA 98370
(360) 697-4470 www.verkstedgallery.com

Membership Director: Passiko True, passiko12@gmail.com

New Member Application

Thank you for your interest in the Verksted Cooperative Gallery, successfully operating for 37 years. We are a not-for-profit, cost-sharing entity that provides local artisans the opportunity to display and sell their original work in a high-quality, low-overhead environment. There are no paid employees and all tasks are performed by the members. This document provides an overview of membership.

A maximum of 32 members exhibit a variety of high-quality fine arts and crafts. Gallery operating hours are 10:00 a.m. to 5:30 p.m. daily. Each member signs up six weeks in advance to work a minimum of sixteen hours per month in four-hour morning and afternoon shifts. Two members are on duty at all times during operating hours.

Each member actively participates in the gallery's business by working shifts, helping with day-to-day duties such as cleaning, and participating on committees that handle the display, marketing, website, supplies, etc.

Each member pays monthly rent (currently \$65), credit card charges on sales (currently 2.8%), a 15% commission on all sales, a key deposit of \$6. New members also pay the sixth month's rent up front (nonrefundable but applicable if the artist stays for their sixth month).

Being successful at the gallery involves the following key elements:

Each member is expected to develop in their first month a thorough knowledge of all other gallery members' art media and the ability to communicate this knowledge to customers.

Each member is expected to develop a solid working knowledge of Verksted front desk operations. This includes being able to independently use the Square application for recording sales. Members must also (with training, and as soon as possible) establish barcodes for their items and label each item with a barcode price tag.

Once an artist submits a complete application, they are invited to a phone screening by the membership director(s). If successful, the artist is placed on a wait list unless an immediate opening exists.

When an opening occurs, a more intensive screening is arranged. For this screening, the applicant is required to submit **five** representative samples of work of a single art medium marked with retail prices, a résumé, artist statement, and other supportive material. This screening allows the membership committee to evaluate the artist's presentation skills and the artwork for quality, originality, marketability, and overall appropriateness to the gallery. Other members of the gallery are invited to come to the screening as well.

The final step takes place at the next monthly member meeting. The committee's recommendation is presented, the attending membership votes on whether to admit the new artist, and the results are communicated to the artist the following day. New artists become active the month following their acceptance into the gallery.



Member initials _____ Date _____

Application Form

I have read the application information and wish to apply for membership.

(Please print clearly)

Date _____

Name _____

Address _____

City/State/Zip _____

Home phone _____ Cell phone _____

E-mail _____ Website _____

Emergency Contact Name _____ Relationship (opt.) _____

Emergency Contact Phone _____

Art Medium (please be specific) _____

Experience with:

Computer software _____

Social media _____

Square sales software _____

Retail (where) _____

Other experience useful in a gallery setting: _____

I am applying for membership because: *(please provide a short statement)*



Member initials _____ Date _____

Below, list (or describe) five pieces of artwork that are representative of your body of work. Note the medium, dimensions, and retail price. You will email JPEGs of these files to the membership director.

If you pass the initial screening, you will bring similar items to the committee screening in a high-quality format, suitable for a gallery setting (i.e., dry, matted, framed, etc.). Each item brought to the in-person screening should be clearly labeled with your name, the title (if appropriate), medium, and retail price.

1. _____
2. _____
3. _____
4. _____
5. _____

Please note: Application must be completed for further consideration for membership.

Email application and good-quality JPEG images of the five items listed above to Passiko True at passiko12@gmail.com. Please do not leave your artwork or photos at the gallery before you are called for your screening. Thank you, and we look forward to meeting you!