

# WEST COAST GALLERY

## NEW ARTIST ENQUIRY

The West Coast Gallery is a non-profit community gallery supported by our member artists, and managed by the West Coast Community Arts Trust. We are community and Waitakere/West Auckland focused. Our main criteria for membership, is that you must be a West Auckland resident (Waitakere City 2010 boundaries.)

If you are interested in displaying work at the West Coast Gallery, please make a submission to our trustees. Tell us about yourself, show us examples of your work (photos, a brief resume and one or two actual pieces with indicated artist price, will be required). These are to be delivered to the gallery, and at the next available trustee meeting (usually held every 4 – 6 weeks) all new work will be considered.

Please note that not all new artists are accepted as the demand is high, we already have over 150 member artists, and limited space. New artists are accepted at the discretion of the trustees. Artwork must be original, made solely by the artist(s), new to the gallery and for sale. It must be quality work of a good standard and ready for hanging in a safe professional manner.

**COMMISSION RATE: 30%**  
**MEMBERSHIP FEES – ACTIVE \$30 (4 X SHIFTS PER ANNUM)**  
**OCCASIONAL \$60 (2 X SHIFTS PER ANNUM)**  
**NON VOLUNTEER \$100**

Should an artist wish to become a volunteer they have the responsibility of working in the gallery including at least one shift over the peak holiday period. These sessions are usually 3-3 1/2 hours long and occur mainly in the weekends, although occasional weekdays may be an option. We encourage you to book your volunteer times well in advance and be pro-active in booking yourself in. Artists who have been accepted as a volunteer must complete their volunteer sessions per year or their membership rate will revert to the non-volunteer membership rate.

There will be a training session compulsory for new volunteers to ascertain whether volunteering is a suitable option for you. As the gallery can get very busy over the summer months bringing a friend while on volunteer duty can be an advantage. Please let us know if you have particular skills that may be useful to the gallery as a volunteer. Membership rates will be determined after you have completed the training session.

Display of artwork is managed at the discretion of the Gallery Co-ordinator. Artwork will remain on display in the gallery for 3 months. When bringing artwork into the gallery it must be labeled to clearly state your name, full retail price, title and medium, and gallery stock sheets are to be accurately filled out. Please note that artists must not display or hang their own work, this is to be done by the Gallery Co-ordinator. Also, if an artist wishes to submit work in a new medium, it will need to be considered and approved at a trustee meeting before it can be displayed.

Once items have been removed from display we ask they are collected promptly as storage is a problem for us. Items left for over six months (and after we have made repeated contact attempts) will become the property of the gallery. We reserve the right to reject artwork that does not meet expectations of quality and content as outlined in paragraph 3. If you have any queries or concerns please contact the Gallery Co-ordinator.

New Artist Enquiry Information updated by West Coast Gallery Board of Trustees, March 2018