THE GALLERY

The Gallery, Mogo is an exhibition and visual arts sale space operated by

Creative Arts Batemans Bay Incorporated (CABBI)
located at
2/52 Sydney Street, Mogo NSW 2536

and is subject to the
Creative Arts Batemans Bay Incorporated
Constitution.

August 2023 V.3.1.

Creative Arts Batemans Bay Incorporated
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The Gallery Policies and Procedures Manual
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The Gallery, Mogo
Policy and Procedures Manual

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1 The Aim of the Gallery

The aim of the Gallery is to exhibit, sell and promote the visual arts of CABBI members. The venue is the primary exhibition space for CABBI and integrates marketing and promotion of the Gallery and CABBI with the annual exhibition and workshop programs.

2 Terms of Reference

All financial CABBI members can apply to be members of The Gallery with the ability to exhibit visual arts at The Gallery subject to the payment of the exhibition fees and the approval of the Gallery Manager and the Curatorial and Management Committees.

2.1 Visual arts

Refers to art forms such as painting, drawing, printmaking, sculpture, ceramics, glass work, woodwork and decorative arts and crafts as defined by the Gallery Manager and the Committees.

2.2 The Gallery Manager responsibilities

As a CABBI Committee Member, The Gallery Manager is directly responsible for the financial, curatorial and operational management of the Gallery on behalf of the CABBI Committee with direct reporting of those responsibilities to the CABBI Committee. Any additional unforeseen maintenance or capital expenditure will require approval of the CABBI Committee. The Manager is also responsible for the selection of positions on the Gallery Curatorial and Management Committees.

2.3 The Gallery Curatorial and Management Committees

Are responsible for assisting with the day-to-day management of the exhibition space, exhibition allocations, membership criteria and availability, as well as the marketing and promotion of the Gallery, consistent with the objectives of the Gallery Manager and the Curatorial and Management Committees.

2.4 The Gallery opening hours

Shall be determined by the Gallery Manager and the Curatorial and Management Committees. Currently The Gallery is open every day, except Christmas Day, between the hours of 10am and 4pm.

3 The Gallery Exhibition Criteria

The following guidelines will be considered by The Gallery Manager and Curatorial Committee when assessing membership and work for inclusion in The Gallery.

3.1 Eligibility

All financial CABBI members can apply to exhibit in The Gallery. Applications are considered by the Curatorial Committee. The Gallery Manager makes the final decision.

3.2 **Authenticity**

The work must be original visual arts created by the artist. It may integrate partially pre-made items (i.e. beading, findings, raw materials such as metal, wood, glass, stone, wool, the actual canvas etc). But the 'main 'portion of the work must be the artist's creation, utilising the raw materials to create a visual art form. Adding to a pre-bought product where there has been insufficient creativity, will not be accepted. Prints of original artworks onto store bought goods, will not be accepted.

3.3 Originality

The work must show an original 'feel' such as composition, ideas and the overall aesthetic. If the exhibitor has not personally designed products and has had them made, or pre-packaged, the acceptance of these products will be at the discretion of the Curatorial Committee.

3.4 **Quality of finish**

A high standard is required in the finish of all items. Canvases must have no visible staples and frames and must be of a professional quality. All work must have 2 D rings with 1 strand of cord or plastic-coated wire for hanging. Craft products must be well finished.

3.5 **Sale ability**

All works must reflect the current need for quality in the marketplace. The work must suit the look and ideology of The Gallery. The Gallery Manager reserves the right to request the removal of items that fall outside these criteria.

3.6 **Exhibitors' contributions**

The applicant, upon acceptance of the right to exhibit and the payment of the required fees, must agree to contribute to the Gallery operations in accordance with the Gallery Exhibition Policy and Procedures.

4 The Gallery Exhibition Terms

4.1 **Fees**

The exhibitor must pay a monthly fee as set from time to time by CABBI and The Gallery Committee. Gallery fees must be paid at least one month in advance and are due on the 1st of each month. All Gallery fees must now be paid online via the invoice system.

4.2 **Sales and Gallery commission**

The exhibitor must submit their bank details for payment of sales. A commission, currently set at 22% will be charged on all sales and payments will be made in the month following the sale by the treasurer into the nominated bank account. A full schedule of items sold will be issued by the Treasurer.

4.3 Tax statements

Exhibitors must complete a yearly Tax Supplier Statement and any other requirements of the ATO or other legislation (calendar year).

5 The Gallery Roster

5.1 Days to be worked

Exhibitors are required to work at least 2 days per month in The Gallery. Exhibitors with both art and craft may be requested to work 1 extra day per month to ensure suitable staffing levels are maintained.

5.2 Roster requests

Each Gallery exhibitor must submit roster requests at least one month in advance using the online booking portal on the CABBI website. The Roster Coordinator will respond to the request by email. (Password is Gallery52)

5.3 Roster substitutions

The Roster Coordinator will contact Members who exhibit both Art and Craft or owe duty days first in finding a replacement.

5.4 Carry forward days

If an exhibitor is unable to complete their 2 rostered duties for the month, they must notify the Roster Co-ordinator as soon as possible. The duty days owed will be carried forward and must be cleared to zero in the following 3 month period.

5.5 Gallery leave of absence

An exhibitor may request up to 3 months leave from The Gallery for any reason, giving at least 1 month's notice (where possible) to the Gallery Manager. During this time, they will be asked to remove their work and another CABBI member will be invited to exhibit. (Artists who have paid forward with their rostered duties may leave their works in situ)

6 The Gallery Exhibition Space

A Gallery exhibitor is entitled to exhibit visual arts under the following terms and conditions:

6.1 Change over of art

Art exhibitions will be changed every 2 months and **all new** paintings will be hung to create a different body of work. The Gallery Manager will review the craft and promote new work where possible. Exhibitors will be notified of the changeover dates through the Gallery News, CABBI newsletter and/or electronically.

6.2 Cards

Exhibitors may display handmade cards after consultation with The Gallery Manager who will determine the number and type to be displayed.

6.3 Digital media

All digital art and prints shall be subject to the approval of the Curatorial

Committee and must be clearly denoted as such, with a print run number on each piece.

6.4 Space allocation

Paintings to be exhibited shall be limited to up to one 1 square metre of wall space at the discretion of the Gallery Manager. Up to **four** unframed paintings in cellophane will also be permitted.

Craft shall be allocated up to 1 square metre of display space.
Wall art may be considered for hanging on a wall should there be space available.

6.5 Craft turnover

If a craft item fails to sell in a 3 month period, exhibitors should consider removing the item and submitting a new design or product for approval.

6.6 Replacement of sold items

Exhibitors may replace an item that has been sold but they are required to **consult the Gallery Manager** if the work does not fit into the previously allocated space.

If newly created products differ from their current range on display they must be approved by The Gallery Management Committee.
Please contact The Gallery Manager to arrange a viewing time of new work.

6.7 Exhibition layout

The exhibition layout is the responsibility of the Gallery Manager in consultation with the Gallery Committees.

No works, displays, facilities or equipment are to be rearranged or changed without the express approval of the Gallery Manager.
No works are to be removed from The Gallery without notifying the Gallery Manager.

6.8 Labelling of items

All visual arts must use ‘The Gallery, Mogo’ product label and take care to complete the details in CAPITAL LETTERS for ease of reading

The label will remain with the product when it is sold. A white removable sticker/dot must be placed on the product label, with your initials and price. This will be removed at the time of sale and placed into the receipt books.

Jewellery and small accessories may be packaged in display boxes or

on jewellery cards. However, where possible, we'd like to maintain a uniform display, highlighting The Gallery, Mogo label.

7 The Gallery Daily Operating Procedures

Exhibitors are to **regularly keep up to date** with any changes to the Daily Operating Procedures listed in the white folder. If you are unsure of any item, please contact the Gallery Manager directly.

7.1 Square EFTPOS system

All Exhibitors are to ensure they are familiar with the use of the Square system and never turn the Square off at any time.

7.2 Message bank

Each day the duty roster person must check for phone messages overnight by dialling 101, action them and record in the message book then delete the message from the phone.

7.3 Wi-Fi

All gallery exhibitors are welcome to access the Wi-Fi for personal use but not for downloading large files, streaming video and the like.

7.4 Email

The Gallery has an email account that is for the general use of exhibitors on roster. The Gallery email is sales@cabbi.com.au

7.5 Social media

The Gallery has several social media platforms – Website, Facebook, Instagram. Please promote the platforms constructively and actively to Gallery members, friends of The Gallery and the public.

7.6 Gallery key holders:

- IN and OUT, Mogo 02 4474 4980
- Amanda's of Mogo 02 4474 3453 (Emergency only)

8.0 Featured Artist:

- All CABBI members are entitled to be Featured Artist at the Gallery.
- All members are to put in an EOI to the Gallery Manager (limited time)
- Members chosen by a ballot system 2nd Monthly – to coincide with The Gallery change over
- Up to double space coverage in The Gallery
- Present Gallery exhibitors, $22 monthly, no extra charge
- Non-Gallery Exhibitors charged $32 monthly
- All Gallery Exhibitors pay 22% commission
- Non-Gallery exhibitors, have to organise 2 voluntary days both months with The Gallery Roster Co Ordinator. (An increased commission of 32% may be charged if not able to volunteer)

8.0 Featured Artist

Front door signage will be supplied by Neil Hammond
Advertising will be on Social Media, Web site, and The Beagle

- Art work sold during the 2 months may be replaced without further cost.
- A Twilight Opening will be held shortly after change over, where the Featured Artist will give a short talk about their art history and or process. Wine and nibbles will be provided.
- Featured Artist nominated are to provide The Gallery Manager, with a short Bio and a photograph of high quality of one of their artworks they wish to have included on the front door. This has to be provided **3 weeks prior** to their opening date.
- 3D/Craft members, may also apply, although this will be run on a different system. Only Gallery exhibitors may apply for this. The same advertising system will apply.

The Gallery Policy and Procedures Manual		
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