

ARTIST ASSOCIATE RESPONSIBILITIES

SHARE OF EXPENSES

On acceptance, the artist will pay an initial fee of \$100.00 for administrative costs. Accepted artists will pay \$55.00 a month for display space. The commitment is for a year. Artists is responsible for keeping their display space filled with work and keeping their inventory cards up to date. ArtWorks does not take a commission on artwork of members.

WORK COMMITMENT

The artist is responsible for working a full day a month (or two half days). In addition, the artist is expected to attend and help with gallery events, such as the monthly gallery hop. The artist also commits to attending a minimum of 2 ArtWorks board meetings a year.

Artists are also expected to sign up for one of the committees which do the organizing and maintenance work for the gallery. There are no paid employees; artists work together to maintain and staff the gallery and other events.

OTHER RESPONSIBILITIES

The artist is responsible for paying all sales tax assessed on work sold. Artists must obtain a City of Wheeling Business License and West Virginia State Business Registration Certificate, and keep them (or a current copy) on file at ArtWorks.