

ORVAG Membership Handbook

1. Member Responsibilities

As an ORVAG member you can work within the buildings, participate in monthly art meetings, workshops, camps and pursue individual work according to your own schedule. One of the goals of the Guild is to provide a working space for local artists and a place for them to interact with each other.

Members may work in the Washington Guild Hall Space but each person is required to clean up any messes they create. Space is limited but continued work can be accommodated for working volunteers for ongoing projects.

The community has given us two phenomenal spaces to exhibit and work with the requirement that we keep our doors open for visitors. Therefore Artist members are asked to volunteer at either Washington Guild Hall in Washington or The Cox Gallery for 2 days per month.

- Members may sign up for volunteer hours at Monthly member meetings, or by e-mail to gallery.schedule@orvag.org
- There is a calendar for Cox Gallery Volunteers on the web at <http://orvag.org/cox-calendar/>
- The calendar for Washington Hall Volunteers and Classes is on the web at <http://orvag.org/events-calendar/>
- The Cox Building requires volunteers Thursday - Saturday each week from 12 - 4pm
- We are in a contractual agreement with the Elizabeth Wallingford Foundation to have our Washington Guild Hall open for the public May-December (Frontier Christmas), Tuesday - Saturday from 11am - 4pm and Sunday from 12-4pm

Volunteering at either location would be extremely helpful.

2. The Cox Gallery

If you have a concept for an exhibit or desire a show to exhibit your work, applications are available online ([click here](#)) and are due June 31st of each year for the following year schedule starting in January.

- There are only 9 months available for individual or group exhibits and 3 months of the year are reserved for ORVAG Member shows.
- Committee Chairs and Board members will review the applications with decisions about schedules being made by August.
- Exhibiting artists' responsibilities are outlined on the application. The Guild will take a 15 % Commission on all work sold by artists.

3. Studio Space at Washington Guild Hall

It is vital that Washington Guild Hall remain ready for classes and tours.

- With this in mind, individual storage is not available on the first floor area. The space will have supply cabinets that are used for on ongoing and general workshops as well as community supplies for creating a variety of art forms.
- When volunteering, artists can work and use the space for their work. Paintings in progress may be left on easels if work is continuing but paints, chemicals and brushes are expected to be placed in cabinets.
- There will be some storage shelves available for individual use in the lower level ceramics studio. Artists may use a maximum of 1 shelf to store ongoing supplies they use.
- Ceramic artists will be required to sign a contract prior to beginning work and meet with the director of ceramics.
- There is a retail area for handmade items only in the entryway space on the first floor. Items sold will be subject to a 15% commission that will be used by the guild to pay for electricity and other fees associated with the space.
 - Artists are welcome to sell originals and prints of their 2-D work. Pottery, jewelry, fiber arts, woodworking, sculpture and seasonal items are welcome in the space.
 - There is also space to hang framed work and have smaller exhibits of individual work on the walls.
- There is an application process for using the space for classes and events that include the public interacting with the arts. This will require advanced notice, public advertisement and board approval.
 - The application form is available [here](#)
- The hours available for Studio work beyond the regular hours of 11-4, Tuesday-Sunday will be limited to 11pm. The guild will be paying electricity for the building so please be conservative with use and remember to lock and turn off all lights when leaving
- There is a combination lock system on the back (basement) door, to give members studio access. On an as-needed basis members will be given the access code.

4. Potter Studio guidelines

A pottery chair will be appointed by the board. This person will be in charge of maintaining the studio, making sure all members sign a contract to follow a more extensive list of rules before access is approved, be in charge of coordinating the Empty Bowls Project with its Chair, and communicating with all potters when necessary.

The Art Guild will provide use of wheels, kilns, and other equipment as well as limited tools for making pottery. It will be the responsibility of the individual potter to provide clay and glazes. Unless specific arrangements have been made, all clay will be bisqued at ^06 and glazed at ^6. No kiln will be fired until the kiln is filled to capacity and authorized by the pottery chair. In the event the guild provides glazes for all potters to use, potters are expected to follow glazing procedures and use as outlined in specific studio rules.

Anyone using the studio is required to limit all personal items to an assigned shelf. Since the studio is shared space each potter is required to clean his working area and leave it ready for the next potter. All potters are expected to share in housekeeping duties (washing wedging table, gathering and hauling trash, laundry, etc.).

All potters are expected to volunteer for Empty Bowls and also share responsibility for the Guild in Washington Hall hours of operation.

A committee has compiled studio rules after all current potters were asked for input. These rules must be agreed to and signed before studio use is granted. These guidelines are put into place to insure a safe, clean and productive studio space for all who wish to work in ceramics. With the use of a variety of chemicals and dust hazards related to this art form it is vital everyone take necessary precautions and cleaning measures.

5. Retail sale requirements and procedures

Volunteers at Washington Guild Hall or the Cox Gallery will be in charge of selling items left in the sale gallery during volunteer hours. These sales should be for cash or check made out to ORVAG. The volunteer must record the following information with each sale:

- 1 Item Sold
- 2 Who the artist is for the item
- 3 Marked Price (Includes tax and commission)
- 4 To Whom it is sold
- 5 Payment method – Cash or Check

Shopkeeper:

Washington Guild Hall will have a designated shopkeeper who will be the only person allowed to arrange or move items for sale in the front retail area. This person will make sure the space is used equitably for member sales.

Treasurer:

The cash/checks will be collected by the Treasurer each week along with receipt copies. The treasurer is responsible for :

- 1 Collecting Sales and Receipts Each Week
- 2 Depositing these funds in the ORVAG account at US Bank
- 3 Issuing checks to artists whose works were sold after subtracting 15% commission
- 4 Paying sales tax to the State of Kentucky

We are expecting to have a procedure for using credit cards but that is not yet in place.

Members that sell items in either retail location are expected to volunteer during open hours to help cover the time we need the building to be open to the public.

6. Art Guild Programs and Partner Events

- 1 Frontier Christmas
- 2 Young Potters Club
- 3 Youth Art Camp
- 4 Empty Bowls
- 5 Camera Club
- 6 Pottery Groups
- 7 Old Washington Wordsmiths
- 8 High School Art Scholarship
- 9 Brown Bag Painters
- 10 Hospice of Hope, The Art of Hope Workshops
- 11 Art Exhibit during May at Gateway Museum Center
- 12 Painting Seminars
- 13 Classes in a Variety of Art forms
- 14 Music Classes and Programs
- 15 Exhibits at the Cox Gallery
- 16 First Friday Events at the Cox Gallery
- 17 Simon Kenton Festival
- 18 Maysville Uncorked

We are very interested in **new programs** that members would like to teach and involve the community in so bring your great ideas and create new programs.

7. Monthly Member Meetings

On the **2nd Thursday of each month** we will host a membership meeting devoted to sharing ideas and plans. Focus will be on ideas, friendships and fun.

If you would like to present or facilitate an art making project please let one of the Officers or Board Members know.

8. ORVAG Business

Board Members and Officers will meet monthly and email the membership detailed notes and reports from the meeting. Members may correspond through email to the Board or attend meetings to present ideas or request various services.

We will also be forming various committees to organize large events and programs. Committee Chairs will be asked to report to the Board Meetings on the progress of their programs or needs.

Committee Chairs:

- Grants & Fundraising: *(Open)*
- Educational Programs: *Stephanie Martinez*
- Community Outreach: *Lorraine Mullikin*
- Cox Gallery: *Betsy Baltzer, Brian & Fran Shirley*
- Volunteer Coordinator: *Brian Shirley & Vicki Tichenor*
- Photography: *Brian & Fran Shirley*
- Ceramics: *Toby Fried*
- 2-D Workshops: *Skip Werline*
- Festival & Community Art Opportunities: *(Open)*
- Calendar & Communication: *Jeanne Grant*
- Old Washington Wordsmiths: *Jim Lally*
- Musicians: *Nick Denham*
- Washington Guild Hall Shopkeepers: *Toby Fried & Stephanie Martinez*

Officers and Board Members:

The officers and board members are listed on the [officers page](#)

9. Opportunities for volunteerism - how to get involved.

We are an organization that is entirely run by volunteers. No one is paid for his or her role in running the organization. Every member that donates their time deserves gratitude.

I would like to thank everyone in advance for their time, patience and willingness to make our community a great place to live by enriching it with the arts.