

Updated 2 25 19

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 \$58.00 a month and a 5% commission for display space. The monthly fee includes parking space at the Greek Church across from the market, lots 30 and 31. The commitment is for a year. Artists are responsible for keeping their display space filled with work. 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.