

# Commonwheel Membership Application Packet

**Commonwheel accepts applications ONLY when there is a call for entries, and only for that Media being called for.**

The Commonwheel Artists Co-operative is a private, juried, retail gallery that sells member artists' work and functions as a membership co-operative.

You may attend one of our monthly meetings (held the first Monday of each month, except September, at 6:00 pm at the Commonwheel) to ascertain if you would like to be a part of this group. You do not have to attend a meeting in order to become a member.

In order to become a Co-op Shop Member, and thereby sell work in the gallery, one must complete the following steps:

## **Submit Application:**

- Complete the attached **Membership Application Form** and submit it with 5 – 10 photographs or a CD (jpeg format).
- All **photographs** must be marked on the back with name and address, arrow to indicate top, size of piece and number that corresponds to Membership Application Form.
- A **summary of your art background** (you may attach a Biography or Resume) and a **personal objective statement** expressing your reasons for application to the Co-op.
- You must include a **SELF-ADDRESSED, STAMPED ENVELOPE**, large enough to accommodate everything you send, with appropriate **POSTAGE to ensure return**.
- Mail or hand deliver these to Commonwheel to be reviewed by the jury before the **SECOND TUESDAY** of the month.
- Do **NOT** bring in **ACTUAL ARTWORK** unless specifically requested.

Commonwheel currently accepts only fine arts and crafts handmade by the artist. Work will be judged on the following:

1. Work must exhibit a high quality of workmanship and unique design.
2. Work must not duplicate current work in the store.
3. Work must be able to be displayed effectively.

After submitting an application you can expect one of the following:

1. Application and images to be kept on file until we review your artwork **OR**
2. Return of your packet if we are unable to use your work. (Please include a self **addressed stamped envelope** to accommodate return your packet)

You will be notified by letter, which you will receive by Saturday of the same week.

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**Submit actual Artwork when you are notified that we would like to view it.**

- Please fill out an Artwork Inventory Form (This will be sent with a letter requesting that you bring in work).
- Make a copy for your records. Have the shop worker check it and sign both. The original stays with your artwork, the copy is for your records.
- Please **submit 5 display ready** pieces representative of your work. (Please label with your name, title (if applicable), medium and price OR Number to correspond with Inventory Form)
- Your artwork will be available for pick up the day after jury.

**Interview:**

- An interview with the Jury will be conducted to inform you of our mission, your duties as a member, and to ascertain mutual compatibility.
- You will be informed of the Jury's decision upon completion of interviews with all the candidates.

**Upon Acceptance:**

- Upon acceptance into the Co-op, you will then meet with the shop manager, shop chair, bookkeeper and a representative of your medium for orientation and to schedule training for working in the shop.
- All accepted members will undergo a one year probationary period which, if successfully completed, will culminate in becoming a member of the co-op.

**Please read Requirements and Responsibilities for a description of a Commonwheel Member's commitment.**

**The Jury Committee meets on the second Tuesday of each month.** The Committee notifies each applicant of its decision by letter which you will receive by Saturday of the same week. Please send or deliver your completed application to:

**Attn: Jury Committee  
Commonwheel Artists Co-op  
102 Canon Ave.  
Manitou Springs, CO 80829**

# Requirements and Responsibilities

The Commonwheel Artists' Co-op Membership Commitment:

Following is a list of requirements that each and every member must be able to fulfill in order to belong to Commonwheel Artists' Co-op. Without the volunteer efforts of our members, we cannot function as a Co-operative. Therefore, if your sole intent in membership is to sell your work in the gallery and the involvement required is not possible for you, this is not the selling outlet for your work! As a co-op member, you are expected to show the commitment of partnership by working and contributing in the following ways:

1. **Meetings.** Attend a minimum of 10 Co-op meetings each year. These are held the first Monday of every month at Commonwheel, 102 Cañon Ave. in Manitou Springs, from 6:00 p.m. till 9:00 p.m. If you cannot attend 10 meetings you will be required to work an extra shop shift to replace the missed meeting, or pay a \$40.00 fine. If too many meetings are missed, without prior Board approval, this may be cause for termination of shop membership.
2. **Shop Shifts.** Shop shifts vary from season to season, but the average requirement is 5-10 hours per month, which are usually worked in one or two 4-5 hour shifts. Duties include opening and closing, counting and reconciling all transactions, actively selling on the floor, computer sales transactions, cleaning, telephone reception, and keeping inventory stocked on the floor. Members may elect to pay out of working shop shifts. This is currently paid at \$8.00 per hour.
3. **Other Meetings.** Active participation in both our Media Group and a Commission (Marketing, Maintenance, Jury/Display, Gallery, Website, or Festival) is required of each member. Media Groups and Commissions typically meet once a month, but additional meetings may be called as needed. Other unpaid jobs may also be required to fulfill your responsibilities. Members should anticipate a 2-5 hour commitment each month for these requirements.
4. **Other Duties.** Active participation prior to or during the Festival (Labor Day Weekend) and Holiday Market Annual Gallery Show (Nov./Dec.) is required of each member.

To summarize – A sample time commitment for each month might look like this:

Monthly meeting = 3 hours the first Monday of the month.

Shop shift worked = Approximately 5-10 hours on the floor.

Media Group / Shop Committee involvement = 2-5 hours.

Total = 10-18 hours per month of your time.

5. **Monetary Requirements.** \$24.00 annual membership fee to be paid upon acceptance to the Co-op (pro-rated for partial year) and at the beginning of each calendar year thereafter and \$30.00 monthly dues to be paid at or prior to monthly meetings. A 30% commission which is subtracted from your monthly check on all sales.

## **Benefits of Membership!**

- 70% commission paid to you on all work sold in the shop and website!
- Opportunity to make connections in the Art Community!
- Opportunity to interact with the buying public!
- The possibility of discovery by other galleries and shops!
- 30% discount on all work sold in the Co-op!
- Representation on the Commonwheel website!
- Opportunity to refine retail skills and learn about marketing and display!
- Reduced entry fee for our annual Labor Day Festival!

Learn more about becoming a member of the Manitou  
Commonwheel Co-op!

If you have further questions regarding the jury process, membership, or participation in any of Commonwheel Artists' Co-op's many events open to non-members, contact the Gallery.

Please feel free to attend one of our monthly meetings the first Monday of each month at 102 Cañon Avenue in Manitou Springs, Colorado. Please call first to confirm meeting dates, time and locations at (719) 685-1008.

# JURY APPLICATION FORM

## Commonwheel Artists Co-op

102 Cañon Avenue, Manitou Springs, CO 80829 719-685-1008

Please print clearly and legibly.

Artist's name: \_\_\_\_\_ Media: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: CO Zip: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

Submitting (Please indicate total number): \_\_\_\_\_ Slides \_\_\_\_\_ Photos \_\_\_\_\_ CD (jpeg format)

Please number slides/photos/files to correspond with list below. Label slides on front with name, address, arrow to indicate top and number from list below. Label photos on the back with the same info. Label CD with name and address, indicate in file name the number from list below.

	Title Medium Price
1	
2	
3	
4	
5	
6	
7	
8	

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**Brief Summary of Art Background:** (You may attach a biography or resume)

**Personal Objective Statement** expressing your reasons for application to Commonwheel Co-op

The Jury Committee meets on the second Tuesday of each month, excluding December.  
Please send or deliver your completed application packet to:

**Jury Committee**  
**Commonwheel Artists Co-op**  
**102 Cañon Avenue**  
**Manitou Springs, CO 80829**

(Updated 02.14.08)