



'Artist In-House' Information & Responsibilities

Please park in back if possible or on the side street away from the store front.

OPEN HOURS and Artist Shifts:
Tuesday-Friday: 12-3 p.m. and/or 3-6 p.m.
SATURDAYS: 10 a.m.-1 p.m. and/or 12-3 p.m.

The Airport is an extension of the Gallery, showing at the gallery and airport is encouraged to members. You will not be required to sign up on the calendar for the gallery extra if you choose to show at both locations.

As a 100% volunteer community gallery we take turns at the gallery to take care of greeting the customers, showing the gallery, talk about the art and making sales. You are encouraged to bring your own art to work on during your time at the gallery. Customers love to watch how art is created. This is a great opportunity for each Artist member.

MEMBERS SHOWING ART at Gallery and/or Airport are encouraged to sign up to be the Artist In-House at the Gallery desk *at least (3) THREE* shifts per 2 month show or you have the option to opt-out of signing up on the calendar show for a \$40 fee paid to the Valley Art Gallery.

PLEASE SIGN UP IN THE CALENDAR AS SOON AS POSSIBLE TO GET YOUR DESIRED SHIFTS.

If you need to make a change in your scheduled shift - It is efficient to making adjustments or arrangements with your fellow members in advance. Please check the calendar, call and ask another member to trade with you.
PLEASE document trades/changes on the calendar.

Thank You

BATHROOM: A common room for all businesses in the building

Our neighbor businesses are very friendly and helpful. If you have general questions about the building (lights, doors, bathroom, etc) they might be able to answer your questions

DAILY SHIFT RESPONSIBILITIES:

Please call the next member on the calendar to remind them that they are scheduled for the next day Artist in-house shift and place a **red pencil** check mark next to the



member name that you have called. **ARTIST IN-HOUSE INFORMATION AND RESPONSIBILITIES:**

THE KEYS: Unlock the lock box with the four digit code, (given to you when trained)
Open or close lock box:
Press down on “Clear” (C) button ; Enter the combination; Press down “open” button
Guide compartment door up or down to fully open or close; Once the key has been used to open the door, replace key to the lock box or at the end of your shift.

OPENING: Please unlock main doors if not already open by other merchants, open Gallery doors and turn on lights.

CLOSING: Please lock all Gallery doors and the main doors (front and back) to the building.

LIGHTS:

First Artist in-house of the day turn lights on/closing Artist in-house of the day turn lights off.

GREETING:

Please greet customers with a **smile** and a welcome phases:
Here are a few examples or come up with your own welcoming phrase.

- I am so happy you came in today.
- Oh, what a beautiful day thank you for coming in, have you been in before?
- Our gallery is a non-profit made up of 100% volunteer artists.
- If you have any questions regarding the art you find I will be happy to help answer your questions. Enjoy!
- Listen to the customer and direct them to the type of art they are looking for within our gallery



Things to do on your shift:

- Look over the gallery, checking for framed that that needs to be straightened
- Get to know the other artists in our gallery
- Bring in your own art to work on
- Bring in your own art to work one during your shift
- Alphabetize the intake forms
- Read the bylaws
- Organize the desk top draw
- dust

Please be positive, friendly and have fun!

If you see something you think would benefit the gallery, please make a note of it and place it in the Gallery Directors folder, (Beverly Johnson). Folder is located in the bottom right side drawer.

Thank you -- Your service is greatly appreciated!