



102 Cañon Avenue • Manitou Springs • CO 80829 • (719) 685-1008

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 6:00PM to ascertain if you would like to be a part of this group. Place to be announced. Please call gallery for location.

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 **quality** 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)
- 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 of your packet).

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

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 and **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 after completion of interview.

Upon Acceptance:

- Upon acceptance into the Co-op, your media representative from the Jury Committee will call you to schedule training for working in the shop.
- All accepted members will undergo a 6-month probationary period. The Board of Directors may review your membership at the end of your 6-month probationary period.

Please read Requirement and Responsibilities for the 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 Artist Co-op
102 Canon Ave.
Manitou Springs, CO 80829**

Jury Application Form

Commonwheel Artists Co-op

102 Canon Avenue, Manitou Springs, Co 80829 719-685-1008

Please print clearly and legibly

Date ____/____/____

Artist's Name _____ Media _____

Address _____

City _____ State CO Zip _____

Phone _____

Email address _____

Submitting (Please indicate total number) _____ Photos _____ CD _____

Please number prints/files to correspond with the list below. Also label prints on the back with name, address, and an arrow to indicate the top.

Title	Medium	Size	Price
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____

JURY APPLICATION FORM, PAGE 2

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 Canon Avenue
Mantiou Springs, CO 80829

(updated 11-20-13)

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 9 Co-op meetings each year! These are held the first Monday of every month from 6:00p.m. If you cannot attend 9 meetings you will be required to pay a 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 8-10 hours per month, which is usually worked in 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 \$10/hr.

3. Other Meetings. Active participation in both our Media Group and a Committee, for example: (Marketing, Maintenance, Jury/Display, Gallery, Festival) is required of each member. Media Groups and Committees meet once a month, but additional meetings may be called as needed. Labor Day Festival job and a Holiday market job are also required to fulfill your responsibilities.

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 8-10 hours on the floor
Media Group/Shop Committee involvement=2.5 hours
Total 12-18 hours per month of your time.

4. Monetary Requirements. A one time non-refundable Initiation fee of \$50 which covers your book, name pin, web pages, and getting set in the gallery. \$24 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, \$30 monthly dues to be paid at or prior to monthly meetings and 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 Canon Avenue in Manitou Springs, Colorado. Please call first to confirm meeting dates, time and locations at 719-685-1008.