

Pocahontas County Artisans Co-op
Membership Information

P.O. Box 373 ~Marlinton, WV 24954 ~304-799-2550

The Pocahontas County Artisans Co-op is a non-profit organization formed to promote the arts, arts education and arts-based businesses in Pocahontas County, WV. Our motto is: *Artists Helping Artists*. Pocahontas Artisans, Inc. manages all retail operations for the Co-op. As a charitable organization, a substantial portion of our activity is directed toward the larger community. We promote the arts through special events, artisan demonstrations, special appearances, and workshops.

When you join the PCA Co-Op, you have the privilege of 1) serving in a charitable organization committed to the promotion of arts in Pocahontas County AND 2) displaying your arts and crafts in one or more galleries where the public can purchase them.

What is a membership in the Pocahontas County Artisan Co-Op?

The Pocahontas County Artisan Co-Op defines a membership as an individual or two combined artists, living in one household who have registered their business with the West Virginia Tax Department. Members may be an individual artist or a couple, including husband/wife and life partners.

What's my commitment?

Dues

Members pay \$30 per month to Pocahontas County Artisans Co-op. These dues are a mandatory financial contribution used to provide gallery space for the exhibition of member arts & crafts and to promote these spaces in local & regional media.

Labor

Pocahontas Artisans, Inc. operates two galleries, the 4th Avenue Gallery and Shops at Leatherbark Ford. At a minimum, each member is required to work one full day every month at each gallery where they choose to display their work. In order to display and sell at a gallery, the artist must agree to maintain a display during all months when the gallery is open to the public.

Members are expected to arrive with sufficient time to set-up the cash register and prepare the gallery to receive the public by our posted opening time. Members are expected to keep the gallery open and the cash register operating until our posted closing time.

The full workday is each member's **minimum contribution** to the operation of our primary exhibition space and to the promotion of member arts & crafts.

Members unable to provide at least one clerk-day per month must pay another member to work for them. Hiring of non-members is not allowed.

PCACo-Op members are provided the option of displaying their artwork at two auxiliary galleries, The Shops at Leatherbark Ford, located at Cass Scenic Railroad State Park (May – October and for special events in November and December). Members electing to display their work at a seasonal gallery must commit to at least one clerk-day per month at that location or pay another member to clerk for them.

Commissions/Sales Tax

Pocahontas Artisans, Inc. takes 10% commission on each sale and deducts sales tax before distributing member sales checks each month. The commission is used to pay a Gallery Manager.

Volunteer Labor

Members are requested to offer an average of 4 hours per month of additional labor in support of the day-to-day operations of our charitable organization.

Such labor may include, but is not limited to: Participating on a committee, planning and staffing special events & community outreach, conducting workshops & demonstrations, marketing & advertising, etc.

What skills do you have to contribute to an all-volunteer organization? Please ask your New Member Manager for more information about opportunities for participation.

Prohibited Artwork

Due to our non-profit 501(c)(3) tax status, no artwork is permitted that will jeopardize the Tax Status as stated in the bylaws under article 6.

In addition, the following artwork is prohibited:

No work may lobby or promote political activity

No work may promote discrimination of any kind

No work may display inappropriate language, profanity

No work may represent abuse or a lack of respect for life's inherent dignity.

How do I apply?

First, review our Gallery Standards and Jury Criteria. After reviewing this material, you will complete a New Member Application. This Application provides space for you to include an artist's statement explaining your commitment to your art/craft/specialty good or manufactured/mass-produced item and describing the work(s) you are submitting for jury. This is your opportunity to explain your work to the Jury Committee. Examples of your art work in each medium must be submitted for jury. Committee members may seek outside advice regarding the works they do not feel personally qualified to evaluate.

To ensure a cooperative environment in our galleries, it is recommended each membership jury no more than 4 separate mediums with the understanding that the number of mediums displayed is dependent upon available space as determined by the Pocahontas Artisans, Inc management team.

We also request the following:

- Three examples of Fine Art or Fine Craft medium

The application and jury process will take place the second week of January, April, July and October of each year. Completed applications are due the last Friday of December, March, June and September. Arrangements to drop off artwork at the McLaughlin Log House will be made by the Membership chairperson after receiving a complete application.

DISCLAIMER: The Pocahontas County Artisan Co-Op will take necessary precautions to ensure the safety of all artwork submitted for the jury process. The Co-Op cannot be held liable for any damage to artwork that may occur.

Pocahontas County Artisans Co-op Membership Application

P.O. Box 373 Ÿ Marlinton, WV 24954 Ÿ304-799-2550

Name: _____

Address: _____

Home Phone: _____ Cell/Other: _____

Email: _____

Medium(s) to be juried (as described in our Gallery Standards and Jury Criteria):

1. _____

2. _____

3. _____

List each item to be juried. Add an additional page if necessary.

Medium	Item Description	Retail Price

Do you have particular skills you would be willing to volunteer to the Co-op? EVERYONE has something to contribute. Please give us an idea of how you might participate. All skills are welcome! Accounting? Advertising? Carpentry? Design? Phone Skills? Recordkeeping? Public Relations? Scheduling?

Do you have particular needs as an artist or business owner that you would like the Co-op to help you with? If so, please tell us how we can help you better succeed. Providing no-cost or low-cost services to our members to help them succeed is a big part of our mission. Accounting? Branding? Labeling? Training? Web presence? Workshops? Let us know what's on your mind.

DISCLAIMER: With my (our) signature below, I (we) acknowledge the Pocahontas County Artisan Co-Op will take necessary precautions to ensure the safety of all artwork submitted for the jury process. The Co-Op cannot be held liable for any accidents involving artwork that may occur during the jury process.

Signed: _____ Date: _____

Received: _____ Date: _____

APPLICATION ITEMS REQUIRED:

____ Three (3) examples of Fine Art or Fine Craft medium.