
Managing the Gallery

Recommend checking the Gallery once a week:

- Check door lock
- Check tumblers
- Make sure Gallery looks good, clean, trash emptied, well-arranged
- Empty wall space due to sales should be filled – call artist
- Count cash \$35 – make sure there are \$1.00's
- Check receipts against Sales Sheet
- Make sure the Daily Sheet has been filled out
- Make sure there are enough forms in Gallery Book
- Check calendar to make sure it is full and reception is staffed

MONTHLY Managerial tasks:

- Monitor expenses / fill out expense sheet
- Check supplies and notify Purchasing Manager when items are needed: receipt books, plates, cups, napkins for reception, pens, post-its, file folders, envelopes, plastic bags, labels, etc.
- Attend AOM Reception
- Prepare monthly sales report
- Deliver report at monthly Board Meeting and General Meeting
- Ad in the Voice – work with PR chair to make sure ad is in and is effective
- Train artists new to the Gallery, remind sitting artists of best practices
- Prepare hanging file folder and envelope for each new artist

CHANGEOVER: Gallery at 10:00 a.m. (Calendar Item):

- Accept art, arrange for labels, fill out Changeover sheet for correct info, record ad fees, obtain list from Inn
- Make sure all artists exhibiting at Inn and Gallery sit the Gallery 1x per month while they are showing
- Hang art, display wood, pottery and jewelry

- Arrange for staffing on changeover day

Staffing help:

1. Receive artwork, make sure it is labeled.
2. Sign -in artist, describe art, accept ad fee.
3. Have each artist sign calendar to sit Gallery.
4. Hang art, arrange art displays in Gallery.
5. Provide a list of artwork for the labels. Include title, medium, artist name, artist phone number and price of the piece.