

2019 Riverwalk Gallery Agreements



These guidelines are for the exclusive use of the gallery space for Riverwalk group exhibitions at the historic Depot Art Center during specified months outlined in this document. This agreement is good for one year, beginning March 1, 2019. Due to prior commitments, the front room is not available until March 1, 2019. Prior to this date, the Riverwalk artists may hang their art in the baggage room (with no monthly dues incurred, but with the same commission schedule). Additional shows may be curated for the Baggage Room when not otherwise occupied.

For more information contact the Visual Arts Chairperson and/or the Steamboat Creates: 970-879-9008 info@steamboatcreates.org

Initial meeting:

by November 15, 2019

- o Each artist is to meet with the Executive Director and Visual Arts Chairperson annually to discuss responsibilities, dates, exhibit space, reception, workshop details and special events.
- o Each artist is to provide a professionally written bio, artist statement, 5 jpeg samples of artwork (to be used for promotional purposes), along with a signed agreement
- o Exclusivity - Riverwalk artists showing in the Depot cannot be represented at other local galleries. Alternative venue shows are encouraged for Riverwalk artists (restaurants, retail stores, special events, festivals, etc.)
- o Artists will be juried into the Steamboat Creates group through a review by the artists, visual arts committee and staff

Artist responsibilities:

1. Financial:

- Contribution of \$1,000 facility fee per month for exclusive use of the gallery space to be evenly divided among all Riverwalk artists for the months of (January, February, March, April, May, June, July, August & September). This is to be paid in advance, quarterly. Each artist is agreeing to a one year commitment that will be reviewed by the visual arts committee in October for 2020 renewal. If an early departure is necessary due to unforeseen reasons or required due to non fulfillment of this agreement, a replacement artist will need to be secured in order to waive facility fees.
- The gallery will be occupied by large group shows of all Steamboat Creates members during the months of October, November and December. Riverwalk artists are encouraged to hang artwork in these shows. During these months, Riverwalk artists are also encouraged to hang a show in the Baggage Room and will not be charged the monthly facility fee.
- All artwork on display must be for sale.
- 70/30 commission split on all sold art, educational or community outreach events with a 30% donation going to Steamboat Creates.
- Each artist is required be a member in good standing of Steamboat Creates. 2019 cost is \$100 per year.

2. Gallery Sitting:

- Artists will staff the gallery on days not covered by Visual Arts Staff. Each Riverwalk artist will sit approximately 1 day per month. Insofar as possible, staff will work weekends and peak-traffic days. Artists are required to work together with the visual arts staff to cover gallery shifts adequately.

- This duty is shared with all of the artist exhibiting in the gallery - failure to work your scheduled shift will result in a \$50 fee.

3. Community outreach and education:

- Artists are encouraged to 'activate' the baggage room through community outreach, education and special events. The purpose is to educate and engage the community in the creative process, and could include presentations, demonstrations, creativity workshops, etc. Note that this is one of several ways to help turn the Depot into a destination.
- Workshop, event or demonstration (OPTIONAL) details determined by the artist, approved by Steamboat Creates
 - Artist can present an educational event, workshop or demonstration at the Depot during the Riverwalk monthly exhibitions
 - Workshop price to be determined by artist (not less than \$20/pp) with material costs separate, approved by Steamboat Creates
 - Commission split remains the same: 70/30 with 30% donation going to Steamboat Creates, no facility fee will be charged for educational events.
- Guest artists will be invited, on occasion, to occupy a portion of the gallery space to inspire, enhance and diversify Riverwalk exhibitions, at the discretion of the staff, in coordination with the artists.

4. Exhibition installation responsibilities and due dates:

- Artwork must be of professional quality exhibiting stellar artistic merit in artwork, framing and displaying. Curating will be coordinated by all but overseen with sole discretion and final decisions by Steamboat Creates staff.
- Provide a detailed Inventory List 1 Week prior to show
 - Lists should include Artist Name, Title, Medium, Size and Price for Steamboat Creates to ensure insurance coverage
- Deliver Artwork Tues prior to First Friday
- Layout with guidance from Steamboat Creates staff and visual arts committee liaisons Tues prior to First Friday
- Pedestals, tables, temporary walls, etc. hung and placed Tues & Wed prior to First Friday
 - Hanging supplies, pedestals and tables are provided by Steamboat Creates unless special equipment is required.
 - Please put items back neatly in storage area at the close of your exhibit.
- Hang and install artwork and labels, space is limited to front gallery. Baggage room is not available.
- Provide price tags for each piece (helvetica font, centered, 12 pt font to include: artist name, title, medium, size, price)
- Print, hang and install artwork labels
 - **ALL ARTWORK MUST BE HUNG AND LABELED NO LATER THAN THURSDAY (prior to First Friday) BY NOON.**
- Adjust lighting with Steamboat Creates staff or liaisons

5. First Friday Art Walk reception responsibilities:

First Friday

- Provide reception food and non-alcoholic beverages
- Works with Steamboat Creates to set up tables, tablecloths and chairs (provided by Steamboat Creates)
- Assist Steamboat Creates staff with writing up sales
- Clean up after the reception with Steamboat Creates assistance
- Promote sales of artwork by engaging visitors, collectors, etc.

6. Artist responsibilities for de-installation:

Monday after show ends (prior to the next First Friday)

- Take down/de-install artwork
- Remove hangers from walls and replace in Steamboat Creates hanging supplies
- Pack and deliver 'to be shipped' artwork to Postnet if needed
- Patch (spackle), sand and spot paint walls, spackle and paint

- Materials provided by Steamboat Creates
- If not done properly a minimum \$100 fee will be charged
- All pedestals, props, lighting, tables, ladders, etc. need to be returned to their proper storage place in the basement

7. Artist promotions:

- For Steamboat Creates Newsletter and Press Release (artist to provide content, Steamboat Creates to send):
 - 50 word description of show, artist's bio, and 3 images send to Steamboat Creates 8 Weeks prior to show
- Newspaper Interviews (no cost) – contact Audrey Dwyer adwyer@steamboattoday.com or 970-871-4229
- Hello Steamboat – contact Tony Counts for on-air interview
- Posters & First Friday Art Walk brochure (Steamboat Creates to design and purchase, artists and volunteers to distribute):
 - Poster Distribution (see distribution list) 1-2 Weeks prior to show
 - First Friday Art Walk brochure (see venue list)

Steamboat Creates Responsibilities:

1. Support Staff

- Hire and retain part-time staff (12-20 hours/week) to manage gallery, schedule gallery sitting among other administrative duties as needed by the organization, further defined in the job description.

2. Steamboat Creates's promotional responsibilities:

- Posters (coordinated and printed by Steamboat Creates staff):
 - Design and order 3 Weeks prior to show
- Steamboat Creates Newsletter and Press Release (coordinated and done by Steamboat Creates staff):
 - Written and submitted by Steamboat Creates to Steamboat Pilot & Valley Voice 6 Weeks prior to show
- Media (coordinated and done by Steamboat Creates staff): 3 Weeks prior to show
 - First Friday ArtWalk brochure – send 50 word description to wina@elementsprints.com
 - Order vinyl lettering from Lone Oak Studio 970-879-4889 (name of show or artist name only – limited characters to ~\$60)
 - Happenings for events – contact Pilot Newspaper: happenings@steamboatpilot.com or 970-879-1502
 - Newspaper ad (optional with additional cost for artist) - contact Deb Proper dproper@steamboatpilot.com
 - Valley Voice ad, (optional with additional cost for artist)– contact Matt Scharf mattscharf1@gmail.com
 - Chamber Calendar - Submit events directly to the calendar at www.steamboatchamber.com, info@steamboatchamber.com or 970-879-0880
 - Radio PSAs: KFMU (adult alternative), KUNC (public radio), KBCR (country), KRNC (public radio)

3. Steamboat Creates community outreach and education responsibilities:

12 weeks prior to show

- (OPTIONAL) - TBD between artist and Steamboat Creates
 - Steamboat Creates to provide volunteers and light refreshments during the education event
 - Marketing and registrations will be managed by Steamboat Creates as part of the exhibition marketing materials, self promotion is also required by participating artists

4. Steamboat Creates installation responsibilities:

- Inventory List Reviewed and sent to insurance company (katy@mdmgroup.net) 1 Week prior to show
 - List includes artist name, title, medium, size, price
- Provide pedestals/tables, hanging supplies located in the basement storage.

- Replacement light bulbs and standard hanging supplies.(Specialized installations may be additional costs to the artist).
 - Steamboat Creates staff and liaisons assist artists with layout Artwork in gallery space Tues/Wed prior to First Friday
 - Assist in adjusting lighting with artist Tues/Wed prior to First Friday
 - Install vinyl lettering for signage and hang Tues/Wed prior to First Friday
 - Exhibition space is limited to front gallery. Baggage room is only available with approved written request.
 - Print and present artist statement and bios in gallery book Thursday prior to First Friday
 - Clean gallery surfaces, floors, railings, etc. and store packing supplies. Thursday prior to First Friday
- 5. Steamboat Creates opening reception responsibilities and due dates:** First Friday Reception
- Provide Bartenders and Alcoholic Beverages (wine)
 - Print and provide name tags for exhibiting artist(s)
 - Provide paper products- plates, napkins, cups, utensils
 - Assist artist to set up tables, tablecloths and chairs
 - Write up art sales
 - Assist with clean up and stay to the end of the event, unless otherwise arranged
- 6. Steamboat Creates gallery administrative responsibilities:**
- Schedule gallery sitters, manage gallery sales, installation, de-installation and work directly with ED to elevate the visual arts program and First Friday Art Walk
 - The top priority of the visual arts staff is procuring gallery sales, with additional duties assigned by ED.
 - Book-keeping services: including sales taxes, annual audit, payroll, reconciliations, artist payments, accounts payable and receivable, collections.
 - Access to free art supplies as available in Create Space Art Pantry (Depot basement).
- 7. Steamboat Creates de-installation responsibilities and due dates:** Monday after show ends
- Assist Artist with de-install
 - Remove vinyl lettering
 - Insure gallery is clean for the next show
- 8. Steamboat Creates stewardship of historic building**
- Steamboat Creates will continue to work with the City of Steamboat, private donors and grant makers to improve the historic building and make the Depot Art Center a destination for residents and visitors.

I have read and understand my responsibilities as a 2019 featured artist at the historic Depot Art Center:

Artist Name (printed): _____

Artist Contact: _____ Email: _____ Cell #: _____

Steamboat Creates Membership: _____

Agreement beginning date: _____ Agreement end date: _____

Artist, Signature

Date

Steamboat Creates, Signature

Date

