

INFORMATION FOR MEMBERS

Goulburn & District Arts & Crafts Inc (GDAC), trading as Gallery on Track, is a non-profit incorporated association, managed by a volunteer Committee of Management. It was established in 2002 and in 2012 moved to its current premises in the heritage Railway Barracks in Blackshaw Road, Goulburn.

The Committee of Management comprises 4 office-bearers – President, Vice-President, Treasurer and Secretary – and up to 5 ordinary members, elected at the Annual General Meeting.

AIMS AND OBJECTIVES (from our constitution)

To provide its members with a facility that contains meeting and workshop spaces and includes exhibition and sales opportunities in its annual programming.

To offer the facility for broader community and individual use that is aligned with the vision of the organisation and that has the capacity to generate self-sustainability.

To facilitate a calendar of events that meets objectives as above with the aim of showcasing and promoting the activity of the membership and other users.

BENEFITS OF MEMBERSHIP **(Only financial members may access these benefits)**

Opportunity to display and sell your work in the Gallery

Opportunity to be considered for our Artist of the Month Exhibition Program

Opportunity to hire our workshop space for classes and meetings

Being involved in Goulburn’s vibrant Arts and Crafts Community

The Gallery relies on income generated from membership fees, commission on sale of work sold at its premises, use of the workshop space and other fund-raising activities held during the year.

Members are encouraged to volunteer their time at both a management level and by assisting with day-to-day tasks, such as working a shift in the Gallery and maintaining the garden. Active participation by members will ensure Gallery on Track is a lively, interesting and creative space.

All members are invited to attend the Gallery’s Artist of the Month openings, usually held on the first Sunday of the month, the Christmas party held early in December, the annual AGM and any special general meetings, and other events that may be held throughout the year.

**DISPLAY and SELL your work in the Gallery**

Members may sell their work on consignment in the Gallery subject to the following terms and conditions:

1. **GDAC will take reasonable care of all items during the period of consignment but cannot accept responsibility for loss or damage.**
2. Items are selected and displayed at the discretion of the Gallery’s Selection and Display Committee. Members are therefore asked not to rearrange the display.
3. Items offered on consignment must be the original work of the consignor.
4. Commercial or mass-produced items, including items made from commercial kits, are not acceptable
5. In the interests of maintaining a wide variety of items on display in the Gallery, the Selection Committee may limit the number of any one design of items such as prints and cards.
6. Items must be professionally presented and soundly constructed. If a sold item is returned because of construction issues it is the consignor’s responsibility to repair it.
7. Items that may need to be washed must have a care label attached.
8. Items must be delivered with an invoice and each item must have a Gallery on Track swing tag attached (refer to Presentation of items for Sale document). Each item will be barcoded, a process which may take up to two weeks.
9. The consignor must advise GDAC if they do NOT wish to have images of their work used for publicity purposes beyond a certain date.
10. A commission of 20% will be charged on items placed by members who mind the Gallery for one six-hour shift (or two three-hour shifts) every 4 weeks. A commission of 35% will be charged on items placed by members unable to work a shift in the Gallery.
11. Notice of sales for the previous month will be provided by the 14th of the following month, and monies due for those sales will be paid to the consignor’s bank account by that date.
12. An item accepted for sale on consignment will be held at the Gallery for a minimum of two months. After this period the Selection and Display Committee may use its discretion to request items to be removed.
13. Items not collected within two months of the request by GDAC for removal of the items will be disposed of at the Gallery’s discretion.
14. The consignor may remove unsold items at any time, provided a list of items removed or the set of swing tags is left in the blue box found on the computer desk in the office
15. The consignor is responsible for delivery of items to the Gallery and for collecting unsold items.
16. These terms and conditions can be varied by the Management Committee as and when desired for reasons deemed to be relevant and appropriate by the Management Committee. Members will be informed 30 days before these changes come into effect.

**ARTIST OF THE MONTH Exhibition Program**

There will be a number of monthly exhibitions held at the Gallery throughout the year. Members wishing to be considered for an Artist of the Month exhibition should contact the Curator (currently Carol Divall TEL 02 4821 2572 or [caroldivall@hotmail.com](mailto:caroldivall@hotmail.com)) with a brief proposal, including a title and sample images of the work to be offered. Acceptance of the proposal and the timing of the exhibition will be at the discretion of the Curator in consultation with the Selection and Display Sub-committee. Once the artist’s proposal has been accepted a letter/email will be sent formalizing the arrangements and outlining the responsibilities of both the artist and GDAC.

Before submitting a proposal, artists should be aware that they will be expected to:

* Provide information for publicity purposes at least 2 weeks prior to the opening date
* Provide a list of the exhibition items, with prices, a minimum of 2 weeks before the exhibition opening to allow time for barcoding of the items
* Be responsible for dismantling the exhibition and providing a list of items removed (left in blue box on computer desk in stock room)

\*\*\*\*Further information will be provided in the letter of invitation and in consultation with the Curator

**Hiring our WORKSHOP premises** (known as the Crib Room from the building’s Railway Barracks days)

The GDAC premises include a space measuring approximately 6 x 8m suitable for workshops, classes and meetings. Trestle tables and chairs are available and there is access to a kitchen.

**Workshops and Classes**

A member may book the space for giving a workshop or class for an activity that relates to the aims and objectives of GDAC. There will be a hire fee of $25 for evening hire /$40 per day which may be increased for activities that require special arrangements, which is to be paid by the tutor. The class may be publicized through the Gallery’s newsletter and website if the timing is appropriate but it is the tutor’s responsibility to promote the class and to collect tuition fees.

**Meetings by members on a casual basis**

Members may hire the space for special interest meetings. An amenities fee of $2 is payable by each participant.

***If you wish to make a booking for the workshop space please contact*** ***the Curator*** ***(currently Carol Divall TEL 02 4821 2572 or*** [***caroldivall@hotmail.com***](mailto:caroldivall@hotmail.com)***) and a booking form including further information will be provided.***

Before making a booking the member should be aware that he/she will be responsible for:

* Tutors - Making the hire payment at the time of booking via a direct deposit to the Galleries Bank Account.
* Informal Groups - Collecting the amenities fee from participants and placing the money in the safe.
* Leaving the workshop space and kitchen clean and tidy. Completing the Covid Register for Cleaning.

**PRESENTATION OF ITEMS FOR SALE**

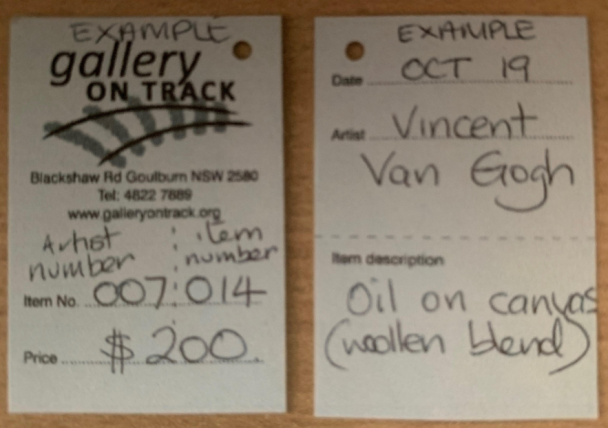
Items are to be left on the selection table in the Gallery’s office. (Car park end) Items will be assessed for suitability by the Selection and Display Committee. If items are deemed to be outside the guidelines, the artist will be advised and asked to collect their items. Please remove all packaging materials from the gallery when delivering items.

Each item is to have a Gallery on Track swing tag attached. (for sale at the Gallery’s Counter – 10 for $1.50)

Each delivery of item/s must also include an “invoice” which lists the artist’s name, allocated artist 3 digit number and date of delivery together with the item/s’ brief description (a maximum of 3 words will be typed onto the barcode label), the 6 digit number and your sale price. You should keep a duplicate copy of the invoice/s.

The six-digit item number is a combination of your 3 digit artist number, followed by your 3 digit item number. When you begin with the Gallery, your very first item number will be your 3-digit artist number followed by 001. Each item is to be given a different 6 digit number **EXCEPT** in the case of items which are the same and have the same price, in this situation the items will share the same 6 digit number.

Underneath the line, you can write a description of your item – please note this handwritten information will be covered by the wraparound barcode sticker once processed. Your 6 digit Item number and sale price is added to the other side of the tag below the gallery Logo PLEASE NOTE: Your sale price is the amount the customer will pay for your item so please ensure you calculate it to INCLUDE the commission which will be deducted by the Gallery when the item is sold - 20% if you work 1 x 6 hour shift or 2 x 3 hours shifts each four weeks, 35% if you do not work a shift.



The Square system now in use makes “grouping” of like items possible. An example would be earrings with the same price but each of a different design they can be given the same number. Cards and bookmarks do not require separate swing tags. If an artist brings in a further quantity of an item which is the same as some which have been previously barcoded, then that barcode should be used again with the additional quantity being the adjustment which will be made to the inventory listing by the Barcoder.

**PLEASE NOTE THAT IF YOUR ITEM NUMBERS ARE INCORRECT, THE GALLERY WILL CORRECT AND ALTER THE ITEM NUMBER/S ON YOUR INVOICE AND ON THE PRINTED BARCODE LABEL. YOUR INVOICES AND ANY CORRECTIONS MADE TO THEM ARE KEPT ON FILE UNDER YOUR NAME SO IF REQUIRED, YOU CAN ACCESS YOUR FILE IN THE FILING CABINET UNDER THE WINDOW , NEAR THE CARPARK SIDE OF THE OFFICE AREA.**

Once your items have been delivered to the Gallery, deemed acceptable to be offered for sale in the Gallery, been entered into the Gallery’s inventory and had a barcode label added to their swing tag, members of the Selection and Display Committee will move them to the Gallery for display or to the shelves in the office to wait for appropriate space to become available in the Gallery.

**SPECIAL ORDERS: There are occasions when a customer will request a special order from an artist. The duty person should ring the artist and pass on the customers details. (NEVER GIVE OUT A MEMBERS DETAILS) The Gallery is no longer involved with this arrangement it is up to the artist and the customer to sort out all relevant details including delivery of items to the customer. DO NOT LEAVE ITEMS AT THE GALLERY FOR COLLECTION.**

**If the duty person is unable to contact the artist a “Notice for Committee Members “ sheet should be completed and these requests will be passed on to the artist by a member of the committee. (3 attempts to contact only)**

**REMOVAL OF ITEMS FROM THE GALLERY**

The artist may remove all or any of their unsold items at any time provided a list of items to be removed or the set of swing tags is left in the blue box found on the computer desk in the office. In the case of a list it must include the artist’s name and number, the date, the BARCODE number and a brief description of the item/s being removed.

The Selection Committee will decide if and when items which have not sold will be removed from the Gallery following the initial two month display period. When items are to be removed from the Gallery, the artist is contacted, usually by email, and asked to come in and collect the particular items which will have been placed in the stock to be removed space in the office with a form attached. Artists should sign and date this form and leave it on the spike on the selection desk for filing. If an artist does not collect their items within two months of being contacted, they agree that GDAC can dispose of these items at their discretion.