

WALK IN ART CENTER ARTISTS' POLICIES and PROCEDURES

Artist Association - updated May 2023

- I. Definitions
- II. Introduction
- III. Definition of the term WIAC Artist Collective Member
 - a. Artist Collective Benefits
- IV. Designated Space Responsibilities
 - a. Hours
 - b. Main Gallery
 - c. Associate Artist Gallery
 - d. Artist Market
 - e. Art Education Center
 - f. Fiber Arts Classroom
 - g. The Frame Shop
 - h. Works
- V. Membership Guidelines
 - a. Studio Inheritance and Tenure
 - b. Removal from the Wait List
- VI. Gallery Guidelines
 - a. Exhibitions
 - b. Events
- VII. Public Space
 - a. Use of Public Areas
 - b. Artists' Access
 - c. Public After Hours Access
- VIII. Guidelines Regarding Shows in Public Spaces
- IX. Procedures to Handle Infractions and Violations
 - a. Compliance
 - b. The Role of the Executive Director's office
 - c. The Role of the Board of Directors
 - d. Hardship
- X. Standards and Practices for Work Product
 - a. Originality
 - b. Acceptable Original Art by Medium
 - c. Other Medium Specific Standards and Practices

I. DEFINITIONS

The following words and phrases when used in these Policies and Procedures shall have the meanings given to them in this section unless the context clearly indicates otherwise:

After Hours – The hours where the WIAC and the Designated Spaces are not open to the public.

Artist(s) – Any individual who pays Membership Dues to the WIAC to occupy any Designated Space for the purposes of creating and promoting art within the WIAC. The general term Artist assumes all other terms that include the word Artist in this Definitions section.

Artist Collective – A group created by the Artists paying Membership Dues to the WIAC. The governing documents of the Artist Collective are incorporated into these Policies and Procedures. To the extent the Artist Collective governing documents conflict with these Policies and Procedures, these Policies and Procedures control.

Artist Market—the retail portion of the WIAC. Areas include the back hall area near the freight area, and on shelves and kiosks throughout Studio Row.

Art Education Center--Located on the first floor of the building with outside entrance via the courtyard, and inside via the center stairwell. Houses the general art and clay areas.

Art Galler(y)(ies) – The spaces within the WIAC where Artists and individuals who are not Members may display Work Product to the public.

Center Stairwell—located between the two halves of Studio Row on the 3rd Floor, extending down to the first floor with access to the courtyard, Art Education Center and storage area.

EDO – The Executive Director Office, which is comprised of the Executive Director and the Officers of the Board of Directors.

Good Standing – Requirement for all Artists and Members to comply with any Agreement and the Policies and Procedures of the WIAC.

Frame Shop--Located on the first floor of the building with outside entrance via the courtyard.

Hours of Operation – The time when the WIAC is open to the public.

Leave of Absence – A yearlong break taken by an Artist for academic, artistic, health or other valid reason approved by the EDO.

Main Stairwell—Stairwell located at the corner of Parkway and W. Market St.

Member(s) – Any artist or individual paying membership dues, regardless of amount, to the WIAC.

Membership(s) – A contractual relationship between WIAC and an individual or a corporation where the individual and/or corporation receives certain privileges and valuable returns from WIAC in return for membership dues.

Membership Dues – The monies expended by a member or members of the WIAC to receive certain privileges and valuable returns at the WIAC.

Open House Events – Functions occurring on the first Friday of each month at the WIAC to promote the WIAC, the arts and the surrounding public.

Policies and Procedures – The entire document following these governing definitions, which is subject to change in the discretion of the EDO, that sets ground rules for the WIAC.

Public Space – All areas of the WIAC, including the walls, ceilings, floors and any area in between, with the specific exclusion of the Designated Spaces and the Art Galleries.

Special Features – The unique characteristics of a Designated Space, for example, access to water, ventilation, security or any other distinguishing characteristic of a Designated Space.

Storage Area—Area located between the Art Education Center and the Frame Shop, accessible via the large garage door opening the courtyard, the back of the Frame Shop/kiln area, and via the center stairwell.

Studio Row—the hallway on the 3rd floor that houses the artist studios.

Waiting List – The list of names kept in chronological order by the EDO from date when the individuals give the EDO notice of an intention to become an Artist.

WIAC – The Walk In Art Center, with a mail address of 220 Parkway, Schuylkill Haven, Pennsylvania 17972. WIAC includes all the interior square footage with the above mailing address, the exterior walls with the above mailing address and the surrounding parking lots.

Work Product – What an Artist creates, regardless of medium, form or function, to promote the development of the individual Artist and the WIAC.

II. INTRODUCTION

The WIAC was created as an incubator for artists to develop and promote artistic growth. In return for affordable Memberships from the WIAC, artists are expected to open their Designated Spaces to the public to provide educational and cultural experience to the public on a Continuous Basis.

In order to promote the WIAC's purpose of artistic development, artists are encouraged to display their Work Product in the Artist's Designated Space. The artists should set as personal goals to grow and excel in their specific artistic medium and to contribute to the professional advancement of the WIAC as a whole.

To facilitate the WIAC's development and promotion of artistic growth and to preserve a feeling of community among the artists, the WIAC and the public at large, these Policies and Procedures have been created and adopted by the WIAC and the WIAC Board of Directors. These Policies and Procedures are binding upon all WIAC artists, Members, employees and all other WIAC affiliates.

The WIAC is an ever-evolving concept. With the passage of time, the WIAC will adjust and adapt to better its purpose of an Artist incubator and a promoter of artistic growth. Artists and Members alike understand that with the evolution of the WIAC, these Policies and Procedures will also evolve. Any team of these Policies and Procedures may be amended by course of dealing or common practice of the WIAC, its artists and its Members. In addition, the EDO has the power to alter and amend these Policies and Procedures, and all Members and Artists understand and accept this essential power. All Members and Artists will be notified of any and all changes to the Policies and Procedures.

III. DEFINITION OF THE TERM WIAC ARTIST COLLECTIVE MEMBER

To be an artist of the WIAC has a specific meaning. Work Product must be produced by the artist or produced under his/her direct supervision. Commercially made supplies and parts that are not incorporated into the artist's Work Product must not be exhibited or sold separately (e.g. uncut stained glass, jewelry chains, commercially produced beads and findings, among others).

The use of the term WIAC Artist in advertising, promotions, exhibitions, installations, or websites is limited to WIAC. The artist understands and agrees that artist is a self-employed business person operating independently within the Designated Space; that the WIAC, as a Federal and State non-profit entity, will only represent artist; and that the WIAC cannot and will not represent artist as a for profit gallery would. As a self-employed business person, artist is responsible to record and report all applicable Federal and State taxes if the artist sells any Work Product individually. Although the WIAC has no duty to represent artist, the WIAC may do so from time to time to further the purpose of the WIAC.

a. Artist Collective Member Benefits

- Lower annual membership fee with no current limit on the number of works to display/sell here

- Invitation to have free table space at our major events like the Holiday Market, festivals, etc
- WIAC Payment of up to \$25 of your vendor fee at other festivals if you are willing to promote the WIAC in the display
- WIAC curation of artist's work in Associate Artist Gallery
- Requirement for Artist to volunteer with WIAC events as an artist or setup/tear down crew periodically throughout the year
- An opportunity to share work and updates of shows, awards and special projects for promotional purposes
- Networking and professional development
- Community outreach projects and events
- Pathway towards a WIAC Studio Artists position
- Participation in WIAC Artists' Exhibitions
- Participation in WIAC Artist of the Month exhibit during a scheduled First Friday Open House
- Educational opportunities:
 - Instruct or host a WIAC class or workshop (stipend offered)
 - Take part in educational opportunities at the WIAC
- Invitation to select Artists-Only-After-Hours Events
- Mentoring by WIAC Studio and/or Alumni Artists
- Participation in our Art Market Sales Area throughout Studio Row
- Camaraderie with local artists

IV. DESIGNATED SPACE RESPONSIBILITIES

- a. **Hours:** The business hours of the WIAC are weekdays from 9 am to 4 pm and on Saturdays from 1 pm to 5 pm. There are other times when the building will be open to the public for private and public events, classes, meetings, etc. The Main Gallery is open at these times, unless the space is used for a private rental event. The fiber arts classroom and Art Education Center are open in the evenings for "open studio" hours on Tuesday, and on Mondays & Thursdays, respectively. Artists may be asked to help with these events and use that time to promote themselves and the WIAC.
- b. **Main Gallery** encompasses the entire 3rd floor of the north side of the building and houses the Main Art Gallery, fiber arts classroom, bathrooms, bar and kitchen area, and storage for event tables and chairs. The Main Gallery can be rented for parties, weddings, events, classes, and other events. As rentals make up a significant portion of the income for the WIAC, they are given priority over artist use of the space. Artists may rent the space to hold presentations or art classes at a nominal fee.

- c. **Associate Gallery** is located in Studio Row, in Studio 302 and is there to exhibit work specifically of WIAC Associate Artists. Kiosks in the hallway may also be used to display Associate Artists' work as party of the Gallery. It is curated by artists and is open to the public during business hours. Artists are free to rotate their works at any time but out of courtesy, should alert the designated curator to any changes.
- d. **Artist Market** is located throughout Studio Row and at the back hallway. The Artist Market is an art "boutique" of sorts and features work by artists who pay a large fee to sell their work here, without any obligation to be part of the Artist Collective. These areas are curated by the business office.
- e. **Art Education Center** is on the first floor of the WIAC and has an outside entrance via the courtyard and from the inside via the center stairwell or Frame shop. The AEC houses the Clay department and areas for all other kinds of art creation. There are televisions and a camera that will allow artists to zoom in on their work during the instruction of classes and a sound system for use with a mic or for entertainment. The AEC can be rented by artists for class instruction of private events. Supplies in the cabinets on the art education side are fluid and can be used by artists, with the understanding that they will replace whatever is used. The clay area is monitored by the Clay Haven Pottery group and supplies and tools are controlled by the group. The center is open in the evenings on Mondays and Thursday for Open Clay Studio hours and at other times for events and classes.
- f. **Fiber Arts Classroom** is located within the Main Gallery and houses many looms, spinning wheels and fiber art supplies. It also contains a television for use in instruction. The room is open all day on Tuesdays and Thursday for Open Studio hours.
- g. **Frame Shop** is open by appointment to the public for framing needs. Artists are free to use the framing tools to do their own framing once they have been trained on the equipment. Moulding and matting is available at a minimal charge to artists. Framing services are provided by the in house framer.
- h. **Works:** Work Product must be the Artist's original concept or must be produced by the Artist or under his/her direct supervision.

V. MEMBERSHIP

- a. Studio Inheritance and Tenure

The Waiting List for a Vacant Designated Space is maintained by the EDO. Requests to join the Waiting List must be submitted individually, but on being offered a Vacant Designated Space, the individual may in turn offer to share the Designated Space with a current Artist in Good Standing. Artists who accept a Vacant Designated Space offer described in the preceding sentence must

relinquish their Designated Space and will be removed from the Waiting List. Artists on the list who decline a particular Vacant Designated Space offer will retain their ranking on the Waiting List.

- b. Removal from the Waiting List:
 - a. Successful placement by the EDO in a Vacant Designated Space
 - b. Written request to be removed from the Waiting List
 - c. In the case of WIAC Members or Artists, resignation from the Membership will result in removal from the Waiting List - the resigning Member or Artist may requalify for the Waiting List but will not resume prior ranking on the Waiting List.
 - d. Loss of Good Standing.

VI. GALLERY GUIDELINES

Art Galleries located in the WIAC are part of the WIAC and are governed by the EDO or a designated curator, if retained by the EDO. The purpose of the Art Galleries is to present to the public Work Product by a broad spectrum of Artists which meets the highest standards of aesthetic excellence and craftsmanship, and to provide many Artists the opportunity to participate in regularly scheduled shows.

- a. Exhibitions
 - a. The Artist Collective and the EDO will ensure the highest quality of the WIAC exhibitions and their curation:
 - b. The WIAC will host as many exhibitions and events as possible for the benefit of the WIAC, its Artists and Members. The Artist Collective (AC) and the EDO may appoint a Member to work in conjunction with a curator. Exhibitions shall be selected in accordance with criteria approved by the EDO.
 - c. Any Work Product displayed must be an Artist's original creation, as more specifically discussed above.
 - d. The gallery will make every effort to present varied shows of high quality.
 - e. The gallery will fulfill an educational role by providing information to the public on the relevant media.
 - f. The gallery will be open to the public during normal WIAC hours and staffed by an attendant.
- b. Events
 - a. Events are determined and designed by the EDO in conjunction with the Artist Collective.
 - b. All events should have an artistic or art education component to them.
 - c. Events are staffed by volunteers from the community and by WIAC artist collective members, coordinated by EDO and the AC President.

VII. PUBLIC SPACE

- a. Use of Public Space
 - a. An Artist may not use Public Space as an extension of the Artist's Designated Space display unless approved by the EDO. All signs in Public Space must be submitted to the EDO for approval.
 - b. Use of the loading dock (for parking and/or disposal of trash) and carts is restricted to the Artists or under direct supervision of the Artists. The Artist is responsible for any damage cause to WIAC property whether it is used by the Artist or use is supervised by the Artist.
 - c. Any Artist cleaning up after creating Work Product must dispose of any waste in the dumpster outside the Evans Parking Lot.
 - d. Carts should be returned promptly to the 3rd floor area or stored under the main stairwell.
 - e. Repair costs for damage to the loading dock, loading dock door or any other WIAC property are the responsibility of the offending Artist.
 - f. Artists of the WIAC should use the parking lot next to the Schuylkill Haven police station.
 - g. Under no circumstances will spraying be permitted in the loading dock area or anywhere else except areas equipped with proper ventilation. All spraying must be done in Studio 321 – the spray booth room.

- b. Artists' Access
 - a. WIAC Artists do not have access to the WIAC 24 hours a day, 7 days a week. This 24/7 access is granted only to the Artists occupying a Designated Space, without exception. The EDO has the authority to strip an Artist of his/her Good Standing if this provision is violated. WIAC Artists have access during open to the public hours M-F 9am to 4pm and Sat. 1p to 5p.
 - b. The Electrical Panel and Lights in the Gallery may only be operated by Walk In Art Center Employees.

- c. Public access for special functions
 - a. The WIAC has the exclusive right to schedule events during After Hours in the Public Space.
 - b. Access to the WIAC by the public during such special functions shall be controlled by the WIAC. Artists are encouraged to be present in Studio

302 during such event in order to talk with the attendees regarding their Work Product.

VIII. GUIDELINES REGARDING SHOWS IN PUBLIC SPACES

The following guidelines are designed to maintain quality control over exhibitions in the Public Spaces and Art Galleries of the WIAC. This specific subsection may be modified by the Artist Collective and any Exhibition Committee if approved by the EDO.

- a. Applications for a show must be submitted in writing and subsequently approved by the EDO. Preference will be given to
 - a. Exhibits that are appropriate for public display, that are site-specific and that offer a comprehensive presentation (i.e., the exhibit itself is a work of art rather than merely a collection).
 - b. Exhibitions that are innovative and present a personalized approach to design and use of materials along with a high degree of technical proficiency. Occasionally, the Executive Director's Offices and the Art Committee may agree to an exhibition that does not meet these standards, but has particular importance to the Art Center or community (i.e., children's art exhibit).
- b. Length of exhibit will depend on site availability and the discretion of the Executive Director's Offices and the curator.
- c. Sales from exhibits displayed in and by the Walk In will have a commission of 30% of the total cost. 100% of this commission will benefit the WIAC.
- d. All exhibitions must comply with insurance contracts.

IX. PROCEDURES TO HANDLE INFRACTIONS AND VIOLATIONS

- a. Compliance
 - a. All Artists must comply with these Policies and Procedures of the WIAC and any other obligation or duty assumed through a signed document.
 - b. By signing a Membership Agreement with the WIAC, the Artist acknowledges acceptance and understanding of the Policies and Procedures and further acknowledges that failure to abide by these Policies and Procedures and the governing documents of the WIAC could lead to termination of an Artist's Membership.
 - c. Violations of provisions of these Policies and Procedures and the other obligations and duties of the Artist could cause an Artist to lose Good Standing in the discretion of the EDO.

- d. Each violation of these Policies and Procedures and other obligations and duties of the WIAC will be reviewed by the EDO on a case-by-case basis.
- b. The Role of the EDO
 - a. The EDO will address infractions of the Policies and Procedures and resolve disputes among Artists. The WIAC Artists and Members should report any violations of Policies and Procedures to the EDO. The EDO will:
 - b. Investigate each reported violation;
 - c. Discuss the problem with the violating Artist
 - d. Notify the Artist in writing of the infraction;
 - e. Recommend to the Artist a solution:
 - f. To cure the problem
 - i. Suggest the Artist apply for Hardship; and
 - ii. The Artist will have 2 weeks to remedy the situation. If a solution is not reached within the 2 weeks, the EDO shall take appropriate action, which can include ending an Artist's relationship with the WIAC.
- c. Role of the Board of Directors
 - a. The WIAC Board of Directors have unlimited power to engage in and do any and all lawful activity for the WIAC. The BOD undertake all acts as it deems necessary to encourage growth of artistic awareness in the community. The BOD foster pride and encourage the building of community by creating awareness of the arts.
- d. Hardship Rules
 - a. If any Artist or Member of the WIAC finds himself/herself (temporarily) unable to comply with any provisions of the Membership Agreement and/or the Policies and Procedures (for whatever reason, including but not limited to, medical and financial), he/she or a representative may appeal for relief by applying to the EDO for special arrangements. The EDO must be notified as soon as possible so that proper arrangements can be made, which may include but are not limited to the following:
 - i. To extend allowable absence from membership for a specified time and/or for the hardship
 - ii. To extend a probation period during which the artist or member would work to return to full participation.

X. STANDARDS AND PRACTICES FOR WORK PRODUCT

To further implement and define the House Rules of the WIAC, the following Standards and Practices for Arts and Crafts have been established with particular regard given to quality and craftsmanship.

a. Originality

- a. Work Product must be the Artist's original concept. It must be produced by the Artist or under his/her direct supervision. Commercially made supplies and parts that are not incorporated into the Artist's work must not be exhibited or sold separately (e.g. uncut stained glass, jewelry chains, commercially produced beads and findings, among others). Commercial supplies and parts must be only a minor element of the finished piece so that it will show the hand of the Artist.
- b. Original work is that which is conceived and executed by the Artist. Only limited assistance is acceptable in the execution of the work.
- c. Emphasis of Artist's work should be on one-of-a-kind pieces or responsibly sized (in numbers) editions. Commercially printed posters, which advertise a specific show, may be sold.
- d. No commercially produced article will be displayed with or as original art unless it functions as a minor part of the original final work. (Examples of supporting parts: frames, sculpture bases, jewelers' findings, beads, etc.)
- e. Kits and posters are not to be sold in studios.
- f. Artists may, however, display and sell commercially produced cards under the following conditions:
 - i. Cards are a reproduction of Artist's original work and not expressly designed to be a card.
 - ii. Reproduction cards cannot be signed as originals.
- g. The only books and catalogs that an artist may sell in his or her studio are those in which the artist is represented.
- h. Artists shall have the freedom to grow aesthetically but must adhere to the standards and practices for the medium in which they are working.

b. Acceptable Original Art by Medium

The creation of an original by using a reproduction as a base must involve significant hands-on work by the Artist. The intent of the Artist must be to create a unique piece that is clearly the original. The copy or reproduction utilized must be only a supporting part of the final work. Artwork that does not conform to this standard may not be sold or displayed in the Art Center. Artists using purchased components must present a finished piece in which the focus is on his/her own design rather than the purchased components. Information will be available in each studio to identify and explain the methods and materials used in creating the work.

a. Three Dimensional Work

- a. Sculpture – original; and subsequent castings

- i. Sculpture may be cast outside the Center if the materials used in casting cannot safely or realistically be used inside the factory by the Artist (e.g., metals, resins).
 - ii. Every sculpture will be durable, safe and well crafted.
 - b. Ceramics – original; and subsequent castings (when we have studios available)
 - i. Food containers must be food-safe. Containers that are not food-safe must be clearly labeled
 - c. Jewelry – original; and production pieces.
 - i. The concept and the hand of the artist must be the focus of all the work.
 - ii. All work must be originally designed and made in the majority by the artist.
 - iii. A jewelry piece should not be just the sum of its parts but must become an original concept.
 - iv. Purchased components that evidence significant artistic involvement, i.e., carved stones, strung beads, or other materials, can only be used as a minor contributing part, both in visual volume or concept of a finished art work.
 - d. Fibers – original one-of-a-kind pieces; and limited editions.
 - i. Emphasis should be on one-of-a-kind pieces and not on production work. (See general guidelines)
 - ii. No direct use of commercial patterns or kits
 - e. Art glass – original, no commercial patterns
 - i. Stained glass, Etched/engraved glass, fused glass, Flame work, Cast glass,
 - ii. Enameling
 - iii. No imitation stained glass, such as plastic overlay, is allowed
 - iv. Multiples of design are acceptable
- b. Two Dimensional Work (general standards & practices apply)
 - a. Original paintings
 - b. Original drawings
 - c. Collage – Use of reproductions is permitted if reproductions are substantially modified to create a new work with its own aesthetic impact.
 - d. Original Prints – hand pulled directly from matrix (plate, stone, screen, etc.)
 - e. Photography – acceptable printing processes from slides, negatives, digital, or Polaroid cameras
 - i. Photographs printed commercially under the direction of the photographer

- ii. Prints produced by scanning slides or negatives into a computer and printed by a computer printer under the direction of the photographer
 - iii. Photographic prints for display and sale in the studio must be
 - 1. Produced entirely the photo-artist
 - 2. No mass-produced prints without significant input from the photo artist.
 - iv. Polaroid's
 - 1. Manipulated Polaroid's – laser copies are permitted only as a base for a new original
 - 2. Polaroid transfers from slides – laser copies are permitted only as a base for a new original
 - 3. Polaroid emulsions – laser copies are only permitted as a base for a new original
 - f. Computer or Digital Art
 - i. Image is created in computer entirely by the artist by drawing or painting with mouse or stylus
 - ii. Image is created in computer by scanning actual objects into the computer
 - iii. Image is created by scanning a negative, slide or photograph or an original into the computer. The original photo can only be used as a base for a new original.
 - iv. Image is created by scanning preexisting artwork or photo of existing artwork (watercolor, pastel, etc.) into a computer if the artwork is used only as a base for a new original work
 - v. incorporating reproductions – permissible if the reproductions are used only as a base for the new original (see beginning statement)
- c. Other Medium Specific Standards and Practices
 - a. Engraving – hand engraving is acceptable. Engraving via digital router is acceptable only if the engraving and design are original.
 - b. Musical Instruments – Majority of work done in the studio should constitute making of new instruments. (WIAC currently does not have music studios but will in the future)
 - c. Printmaking--Prints are limited to works in which the matrix (plate, stone, block, film positive, stencil, computer image, etc.) is conceived and executed by the Artist.
 - i. The edition must be produced by the artist or under his/her supervision. The image does not exist unless it is printed.
 - ii. If a print is produced in its entirety by the artist, the abbreviation "imps." (Impressit) may be placed after the artists' signature to so indicate.

- d. Folk Art—Should follow the standards of practices of the chosen medium with specific attention paid to traditional methods, content, and cultural representation and sustainability.
- e. In the case of artist collaboration within the Center, each artist should sign the print.