



Helen Arts & Heritage Center

Serving the Arts and Artists – Preserving our Heritage
25 Chattahoochee Strasse, PO Box 390, Helen, GA 30545
Email: helenartshc@helenarts.org Website: helenarts.org
Phone: 706-878-3933

Helen Arts & Heritage Center *Guidelines for Exhibiting Artists and Members, 2024*

Welcome to the Gallery of Helen Arts & Heritage Center. Please read the guidelines very carefully.

1. Jurying Process to become an Exhibiting Artist at Helen Arts & Heritage Center (HAHC):

New artists wishing to become an *Exhibiting HAHC Artist* and place items for sale in the Helen Arts & Heritage Center (HAHC) Galleries (including Gift Shop), should be in compliance with all of the following requirements. (**Forms are available at the HAHC Front Desk and online, www.helenarts.org**)

A. Contact *The Gallery Coordinator* to ensure that someone will be able to receive the needed art pieces for the jurying process. (See the last page of this document for contact information.)

B. *Potential Exhibiting Artists* Submit:

- Completed ***Juried Art Application*** form and jurying fee.
- **Three (3) original, gallery ready, pieces**, per medium of choice, for jurying. New Artists will leave their pieces in the ***HAHC Art Holding Area***. **Art work will NOT be juried at this time.** (ONLY original artwork, by the identified artist, may be submitted for this process. No mass-produced work may be submitted.)

C. *Gallery Committee Representatives* or *HAHC Front Desk Volunteers* accept artwork:

- During the **scheduled Artist Appreciation and Additions (Intake)** dates (see Item 2). OR....
- At a **specifically arranged date, by the Gallery Coordinator.**

D. *Gallery Coordinator* will:

- Contact Gallery Committee Members to schedule panel review.
- Notify the prospective artist of the panel's decision. If an artist is not accepted as an Exhibiting Artist, the artist may reapply in 6 months.

E. *Accepted HAHC Exhibiting Artists*:

- Must ensure they are a **current HAHC Member**, with a completed ***Membership*** form on file, **BEFORE any art work will be displayed at HAHC.**
- Confirm they are only displaying their own original work in HAHC galleries.
 - * Artists will not include any mass-produced products in their Square inventory software or identify these works with their Square Codes.
 - * Artists will not include any work by anyone else in their Square inventory or identify these works with their Square Codes.
- Submit a signed ***Member Artist Agreement*** which allows HAHC to use photographs of the artwork to promote HAHC.
- Submit a completed ***Artist Biography***.
- Be trained by an HAHC Volunteer Trainer and schedule their one-day a month as FDV.

Helen Arts & Heritage Center

Jury Process Checklist	
<input type="checkbox"/>	<i>Juried Art Application</i> , with \$10 fee, completed
<input type="checkbox"/>	Art delivery date identified with Gallery Coordinator
<input type="checkbox"/>	3 original art pieces delivered to HAHC Art Holding Area (by staircase)
<input type="checkbox"/>	Gallery Coordinator informed that artwork has arrived at HAHC
<input type="checkbox"/>	<i>Member Artist Agreement</i>
<input type="checkbox"/>	<i>Artist Biography</i>
<input type="checkbox"/>	<i>HAHC Member Application</i> form with appropriate fees (must be completed before art work will be exhibited in Gallery or Gift Shop)
AFTER acceptance as an Exhibiting Artist, artist must be trained as a Front Desk Volunteer (FDV) and schedule the one-day a month FDV requirement.	

2. **Art Appreciation and Additions (Intake) Dates, 2024:**

Artist may bring their own, new, original art to the HAHC galleries, during these five (5) scheduled dates. Gallery Committee Members are available at this time to assist with adding inventory into our software, *Square*. Artists must have all work properly labeled with HAHC cards or tags and listed in *Square*, before leaving the center. Artists who cannot attend the five (5) dates may contact the Gallery Coordinator and bring artwork in the week prior to scheduled dates.

(See details in Items 3 and 4, of the *Member Guidelines*.) Remember, no personal business information may be attached anywhere on the artwork.

Artists Appreciation and Additions Dates (Exhibits: Art Refresh & Intake)	History Night and Gallery Exhibit Opening	Last Day of Theme Display	Theme
Monday, 1/15/2024 11:00 AM – 6:00 PM	Thursday, 1/18/2024	Sunday before Monday Appreciation and Additions Dates	<i>WinterTime in the Mountains</i>
Monday, 4/8/2024 11:00 AM – 6:00 PM	Thursday, 4/11/2024		<i>Fly Away</i>
Monday, 7/8/2024 11:00 AM – 6:00 PM	Thursday, 7/11/2024		<i>The Chattahoochee</i>
Monday, 9/9/2024 11:00 AM – 6:00 PM	Thursday, 9/12/2024		<i>Color me Autumn</i>
Monday, 11/4/2024 11:00 AM – 6:00 PM	Thursday, 11/7/2024		<i>Deck the Halls</i>

All dates and exhibit information are available on our website at www.helenarts.org

Monday Refresh Dates are for:

* *Artists Appreciation* (refreshments, meeting new artists, getting assistance with Square, learning what's new at HAHC)

* Refreshing artwork in all three (3) gallery rooms at HAHC.

Helen Arts & Heritage Center

3. **Guidelines for displaying** all artwork in HAHC Galleries, including Gift Shop:
- ***Gallery Committee Members*** only, will display ALL artwork in the HAHC galleries. Approved HAHC Exhibiting Arts must leave all artwork in the Art Holding Area. *HAHC Gallery Committee Members* will be responsible for refreshing current artwork on display, adding or removing pieces when necessary due to sales, space availability, etc. (Exception: Jewelry Artist who have approved, individual, wall display frames, may add to that location, ONLY.)
 - Only current HAHC member-artists approved and accepted, through the HAHC Jury Process, will be allowed to display and/or sale, in the HAHC Gallery. Be mindful of copyright laws.
 - * **ONLY approved and accepted original artwork, by the identified artists, will be entered into the HAHC Square inventory software listings for the Exhibiting Artists.**
 - * Approved HAHC Exhibiting Artists will NOT add work or any items from any other person, to their own Square inventory or identify work of others with their specific Square inventory code.
 - There is no set limit on the number of pieces that an artist may exhibit, for sale, at any given time. **Gallery space availability may dictate a change at a later date.**
 - Artists are asked to leave their work for the duration of the exhibit and Season Theme dates. Dates are provided in Item 2.
 - All pieces, for **wall display**, must be properly prepared for hanging with eyehooks and picture wire of adequate strength. **No saw tooth hangers will be allowed.**
 - **Gallery wrapped canvas** 1 ½ inch edge and ¾ inch edge can be hung without a frame, regardless of size, as long as the sides are painted. The painting of the sides should be an actual continuation and extension of the artwork.
 - **Unframed Prints** will be displayed only in HAHC browse bins, located in the Gift Shop or History Museum. No unframed prints will be hung or included in a wall display.
 - **Framed Prints** are usually displayed in the Gift Shop but may be displayed in the main Gallery, at the discretion of the Gallery Committee. In either location, prints **must be labeled as a print.** On the back of the HAHC identification card, artists may like to describe the process used to make the print from their own original work.
 - **Framed computer-generated and digital artwork**, to include photography, will be displayed in the gallery at the discretion of the gallery committee. It will usually be displayed in its own designated area.
 - Stands, mats and/or bases, labeled with your name, are encouraged for 3-dimensional artwork such as pottery and glass.
 - **Jewelry** must either be grouped on hanging cards or on the appropriate display stands, in the jewelry section. Jewelry Artists are allowed to display their work on their own, approved, personal wall boards, IF wall space is available. Jewelry tags must NOT include a personal business name, email or web address.
 - ***HAHC Gallery Committee*** has the right to refuse any painting that is deemed not acceptable for hanging including:
 - * any artwork not gallery ready, for any reason
 - * any artwork that does NOT meet HAHC Gallery and Gift Shop standards, as established by the HAHC Gallery Committee and/or HAHC Board.

Helen Arts & Heritage Center

4. Artwork HAHC Labels, Cards, Signs:

- All work must be properly tagged with an HAHC provided identity card or label. This includes jewelry. Jewelry may be on display cards, but must follow all the label guidelines of Item 4.
- Paintings should have two (2) identity cards. One card should be placed on the back and one that shows on the **front right** for customer viewing.
- Small labels may be used for pottery and other smaller items. Labels **MUST** be **at least 5/8" x 7/8"** so they are large enough for Item Code and Price to be **CLEARLY** seen by the Front Desk Volunteers.
- Each artist will create an **Item ID Code** which is unique to their artwork.

Item ID Codes should reflect:

- * **Letters:** each artist has three (3) letter initials approved by the GC. (Ex: PMC)
- * **Numbers:** numbers selected by artist follow the three letter initials (Ex: PMC 045)
- * **No dots, dashes or extra spaces** in the code. Be consistent so codes are in order.
- * **Suggestion:** number portion should contain at least 3 digits. Some artists need four (4) digits in their code. (Add a "0" in front of numbers of only 1-2 digits, to keep in them order in *Square*.) (ex: PMC 097) (ex: SME 009) (ex: SME 01265)
- **NO personal signs**, personal business names, email addresses or websites are allowed in any of the HAHC galleries. Instruction cards, if needed, may be attached to individual pieces, but should not be larger than the approved HAHC item identification and price cards (2" x 3 1/2").
- **Personal Business Cards:**
 - * Personal Business Cards may **ONLY** be left at the Front Desk. These are kept in a small file box behind the counter.
 - * Cards will be given to interested visitors who request more information about an artist.

5. Square Inventory Software for Gallery and Gift Shop:

- Each HAHC artist, submitting art for an exhibit or for sale, is responsible for **uploading** and **maintaining their inventory** in the *Square Point of Sale* system provided by HAHC. [Help is available during the noted *Art Appreciation and Addition (Intake) Dates*.
- Each HAHC Exhibiting Artist ensures **ONLY** their own, original artwork is listed in their Square Category. Exhibiting Artists may not include any other artist in their Square Inventory Category.
- Use the **Item Code** protocol detailed in Item #4. Codes on the physical labels must match the Square Codes.
- **SOLD** Items: Once a piece is sold, please note **SOLD** in the very front of the Square Code. This pushes the item to the bottom of the list so the FDV don't need to scroll through all codes. Once payment is received, **DELETE** the item from Square.
- In the event an artist cannot locate a personal piece and cannot determine if it has been sold, please notify the Gallery Coordinator immediately, so that an attempt can be made to locate it. The artist is also asked to complete a *Missing Item Report*, which is located in the Front Desk Forms Binder. **(HAHC is not responsible for any broken or missing items.)**
- **NEVER** enter or request a "verification code" in Square software/app. Verification codes are **ONLY** sent to the member requesting the code and **ALL** others, including the Front Desk, are **LOCKED OUT** of *Square*. Remember, we all share the same login information, but we don't share the same personal phone number.

Helen Arts & Heritage Center

6. Maintenance of HAHC Galleries, Inventory and Artwork:

- During each *Art Appreciation and Additions (Intake)*, it is recommended that HAHC Exhibiting Artists:
 - * Reconcile their inventory and
 - * Remove items that are not appropriate for the next exhibit theme or that need to be updated.
- Please do not **delete pieces, in *Square*, that have sold until AFTER you have been paid.** Once you delete an item, there is absolute no record of that item being in the inventory. (Suggestion: Add the word “SOLD” in front of the item name (in *Square*), once it has been sold and you are still waiting for the payment. This will move your items closer to the bottom of your inventory list and keep these SOLD items together. (Example: SOLD SME 0126 Butter Crock)
- All Artists are encouraged to keep their displayed artwork up-to-date and may replace any items that sell during an exhibit by
 - * **Contacting HAHC Gallery Coordinator (GC)**, when you have new work for the galleries.
 - * Bringing in your **own, original** art, **leave it in the designated *Art Holding Area***, located by the stairs. Be sure to inform the Front Desk Volunteer.
 - * Being sure HAHC inventory software, *Square*, is updated with new the items and all artwork items are labeled appropriately with cards or tags. (See Item 4.)
- If a piece of artwork has been in the gallery for a year, it **MUST** be replaced with newer art. The Gallery Committee will notify the artist, if this is the case, and reserves the right to remove art, if the artist does not respond. Subsequently, after 90 days from notification, the artwork becomes the property of HAHC; no exceptions. Many and varied attempts to reach the artist will be made.

7. Commission rates:

- **Every HAHC Exhibiting Artist MUST schedule and work at least one day per month (during set Gallery hours) as a Front Desk Volunteer (FDV).** Any HAHC Exhibiting Artists who is not able to meet this requirement, may designate a *Trained HAHC Member* to work for you. **This substitute must be HAHC trained and approved by the HAHC Volunteer Coordinator. Only FDV hours count to the FDV requirement; NO other volunteer hours count toward the FDV requirement.**
- Artists who **do NOT** schedule and serve as **Front Desk Volunteers (FDV)** or provide a substitute, each month, will **NOT** be able to display their artwork in the HAHC galleries and/or receive commission of any kind. Members are responsible for securing their own substitute.
- FDV must contact the *HAHC Volunteer Coordinator*, to schedule monthly dates for Front Desk Volunteer dates and times. Artist may not drop-in to meet the requirement.
- Artists who volunteer at least one day per month, **as Front Desk Volunteers, receive 80% commission rate** from gallery sales. (Artists who recruit other FDV–trained members to volunteer as FDV in their place, one work day per month, still receive the 80% commission.)
- In very special areas of need, the HAHC Board may approve and grant 80% commissions at their discretions. (Ex: website master)

Helen Arts & Heritage Center

8. Damaged or missing items:

- **HAHC is not responsible for damaged goods or theft.**
- Front Desk Volunteer will complete the *Incident Form*, located in the Volunteer Binder behind the Front Desk, if an item is damaged. The complete form is placed in the HAHC Gallery Coordinator's Office Box.

9. Parking:

HAHC is pleased to offer limited parking, behind the Arts Center, for our members to use while attending classes or events, volunteering, or using the studio. HAHC Parking Permits are issued by the HAHC Director.

These are the guidelines all members are expected to follow.

- A HAHC Parking Permit must be displayed on the driver's side in either the front window or the rear window of the car parked in the designated areas.
- Front Desk Volunteers, for the day, have a saved designated space
- Members are expected to use the parking area for HAHC business ONLY.
- Members should not use the parking lot for their own personal use at any time. It is expected that they are attending HAHC activities or using the HAHC studio, for the entire time their car is parked in our lot.
- No cars are allowed to park overnight.
- If a member is found to be in violation of these parking requirements, the HAHC Board reserves the right to revoke the membership and parking privileges.
- NOTE: Select Helen Businesses have HAHC Lifetime Memberships which allows them ONE parking place, per business, at HAHC. Their vehicle will have a window decal or a HAHC Parking Permit hanging from the rearview mirror.

10. Class Instructors: Artists who wish to share their talents and skills may request to teach a class.

HAHC welcomes artists with established, unique talents, to share their skills!

- Complete the **online form** located at helenarts.org. (From the Home page menu, hover over Artists, click *Teach a Class*.)
- Once the form information and class is approved, this process will ensure the class is added to the Class Listings and an appropriate classroom is reserved at HAHC.
- This online form information is received by the HAHC Director and will be shared with HAHC:
 - Web Master
 - Social Media Coordinator
 - HAHC Newsletter Coordinator

Helen Arts & Heritage Center

Definitions and Clarifications

Artwork vs. Crafts:

- HAHC Gallery emphasizes artwork and not *arts and crafts* types of items. *Arts and Crafts* can be applied to kits and structures found in hobby stores.
- Art is an expression and application of imagination and creativity. It is not easily reproducible, without mastering exact techniques of the artist. Craftwork is more easily reproduced. Final decision is by the HAHC Gallery Committee.

Exhibiting Artists of HAHC:

- **ALL** Exhibiting Artists must be current HAHC members and submit work for the Jury Process, before artwork may be entered into the gallery. This process is completed for each medium.
 - * New work may be brought to HAHC during the scheduled Art Intake dates or left in the Art Holding Area.
 - * Before any work is left in the Art Holding Area, contact the Gallery Coordinator. Work will be added to the gallery as space allows.
 - * **ONLY** Gallery Committee members will place items into the gallery.
- Exhibiting Artists (EA) may only enter their **own, original work** into the HAHC Square Category inventory software. EAs may NOT add another artist's work into their Square Category. EAs may NOT label another artist's work with their name or inventory code.

Front Desk Volunteers (FDV): Each HAHC Exhibiting Artist (who is also required to be a current HAHC Member) must schedule and serve at the HAHC Front Desk Volunteer, at least one day each and every month. Artwork is subject to removal from the gallery if the requirement is not met.

- The gallery is reviewed once a month to ensure consistent application of the FDV requirement.
- All FDVs must be trained by an identified HAHC Trainer.
- **NO other volunteer hours apply to the FDV requirement.**

Local Artists:

- Helen Arts & Heritage Center is dedicated to supporting Local Artists. This is a distinction from many other art galleries in Northeast Georgia.
- Local Artists are defined by their distance from HAHC, because Exhibiting Artist must support the Gallery by acting as a Front Desk Volunteer (FDV) at least one day a month.

Main Gallery and Gift Shop: The Gift Shop, an extension of the main gallery, is designed to provide a convenient location for visitors who are looking for inexpensive gifts and souvenirs. Items in the Gift shop are generally **less than \$75**.

- Most **Fiber Art/Crafts** will be located in this room (clothing, knitting, crocket, macramé, weaving, quilting, embroidery and paper items). A Fiber Art exception, to be included in the main gallery, would be felted art that is over \$75.
- **Jewelry** is NOT located in the Gift Shop. Jewelry has its own section in the Main Gallery. Jewelry Artists are allowed to display their work on their personal wall boards, IF wall space is available. Jewelry tags must NOT include a personal business name or information.
- **Pottery Mugs** are all located in one area of the Gallery.
- **Prints and Unframed Work** (unframed oils, acrylics, watercolors, and photographs) are kept in one location in the Gift Shop. These items are NOT included in the main Gallery.

Pottery Studio Membership:

- To become a Pottery Studio Member, current, paid, membership for Helen Arts & Heritage Center is required.
- Specific Guidelines for the Pottery Studio are provided by the Pottery Studio Instructor.

Helen Arts & Heritage Center

Board Members, Chairpersons, Coordinators

Board Members	Catherine Cleiman – President Other members are noted on the website, helenarts.org
Director	Sandi Liscinsky
Gallery Committee Members	Suzanne Evans, Gallery Coordinator Flynn Gentry-Taylor: Pottery, Paintings Donna Harris: Glass and Paintings Anne Hope: Paintings Belinda Kimbro: Paintings Patricia Noell: Jewelry and Pottery Dennis Trubey: Paintings * Linda Carter, decor for special events
Art Class Coordinator	Sandi Liscinsky
Art Therapy Coordinator	Sandi Liscinsky
Festival Coordinator	Dennis Trubey
Fundraiser Committee	Jaymi Hampton, Susan Holmes, Sandi Liscinsky, Patricia Noell, Missy Whitlock
Gallery Committee Coordinator	Suzanne Evans suzannemevans@gmail.com
Grants	Sandi Liscinsky
Membership	Patricia Noell
Museum	Paula Ash
Pottery Studio Manger	Alyson Webber
Social Media Manager	Suzanne Evans
Treasurer	Patricia Noell
Volunteer Coordinator	Flynn Gentry-Taylor flynntaylor1@gmail.com
Website Master	Lou Dickinson