



## OVERVIEW

### Purpose

- A dedicated retail space that aims to feature high quality local, regional fine art and craft
- Provides a central downtown location for local artists and artisans to sell & showcase work
- Provides consumers an opportunity to purchase high quality, locally produced works

### AAC Works Regional Boundaries

- AAC's boundaries span from the County of Warner, West to the British Columbia border, and South from Vulcan County to the United States border
- Artists within the Allied Arts Council's regional boundaries, as outlined in the AAC's bylaws, are eligible to apply
- Preference will be given to artists within the boundaries identified above but AAC Works also accepts work from artists who live and work within the Treaty 7 region - the traditional territories of the Blackfoot Confederacy, the Tsuut'ina, and Métis Nation Region 3

### Store Hours

- 9:00 – 5:00 Monday - Friday
- Open for select special occasions:
  - Evenings or weekend special events - downtown events, gallery openings, etc.
  - Holiday Hours

### Commission

- The standard commission is 30% AAC/70% Artist
- Any sales will be paid to the artist on a quarterly basis
- The year is broken into sales from: January - March, April - June, July - September, October - December
- If the artist agrees to provide workshops or other community engagement programming with the Allied Arts Council or AAC Works then the commission rate will be adjusted accordingly



## Workshops + Community Engagement

The AAC offers an increase in consignment rates for workshops, artist talks, demos, volunteer hours, etc.

- Each 4-hour time slot equates in a 5% increase in the artist commission
- Engagement opportunities will be determined by the AAC Works Manager with the artist's approval
- If the artist works more than one shift per month, the commission will increase by 5% for each shift, ex. 2 shifts/month, the commission is increased by 10%
- The artist will be paired with an AAC staff member. At least two persons will be present in AAC Works space at all times in adherence with our work-alone safety protocols
- Safety protocols and other AAC policies will be reviewed with the artist prior to the beginning of their shift, and all protocols must be adhered to
- If the artist is unable to show up for their scheduled time due to illness or emergency, as much notice as possible is required in order for the AAC to find a replacement. If the artist does not work their shift, they will not receive the commission rate increase for that month

## Jury Selection Process

- AAC Works will select artists using a jury selection process
- Artist submissions will be accepted year round but adjudicated four times a year. Submission deadlines for 2022 are as follows: January 24, March 21, June 20, and September 19
- The Jury will meet following each deadline to review submissions and select new artists based on store space and availability
- The Jury reviews submissions according to:
  - Quality, Technical Proficiency, Originality, Variety of media currently in the shop, Sale-ability

## AAC Works Website

All AAC Works artists will have a selection of their work available for sale on [www.aacworks.ca](http://www.aacworks.ca) the AAC Works retail website

- Each artist will have their own landing page with their work, bio, and artist statement. The AAC Works Manager may edit submitted artist statements and bios for length and tone
- All images will be taken internally by the AAC Works Manager or Allied Arts Council staff to ensure quality and consistency of images



## Contracts

Once accepted, this signed and completed form will act as a contract with the AAC, which outlines:

- The commission agreement
- The payment schedule; once every three months, four times a year
- The works that will be included in inventory, their price, material, other details
- GST information (if the artist remits GST)
- The ability to provide more works if the current ones sell out (Inventory can be stored at AAC)
- Insurance/liability information: the work will be insured under AAC's policy, which would cover theft, accidental damage, fire, etc.

## Promotion

AAC Works will be promoted on its website, social media, printed media, and other platforms as available.

## Sales tags & cards

- Price tags: All items will be labelled by the AAC Works Manager with their own SKU code and price for easy identification after being entered into the store inventory system
- Store tags: As part of the store's branding, each artist's work will be branded with store tags. These will indicate the artist name, title of work, medium and price, and if possible, care instructions.

### **AAC Works**

c/o Allied Arts Council of Lethbridge

318 7 St S, Lethbridge, AB T1J 2G2

[www.artslethbridge.org](http://www.artslethbridge.org)

(403) 320-0555



## ARTIST SUBMISSION FORM

Thank you for your interest in applying to be a part of AAC Works. Please fill out the application as accurately as possible. Should you require more space, please attach a separate sheet.

**Please include as part of your application:**

- Images of your work intended for sale at AAC Works
- An example retail price listing of your example items (worksheet included)
- The following *completed* application
- Please also review & familiarize yourself with the *AAC Works overview* document included with this package.

**AAC Works Application package**

I, \_\_\_\_\_, am submitting to the Allied Arts Council of Lethbridge, my application to AAC Works. I have included all items as requested above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## ARTIST SUBMISSION FORM

Name: \_\_\_\_\_

Studio name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell/other phone: \_\_\_\_\_

Email: \_\_\_\_\_ website: \_\_\_\_\_

Social media site(s): \_\_\_\_\_

### 1. What media do you work in? (Check all that apply)

- Ceramics/Pottery     Jewellery     Fibre/Textiles     Glass     Wood  
 Leather     Sculpture     Mixed Media     Paper/Books     2D Painting/Drawing  
 Metal     Music    Other: \_\_\_\_\_

### 2. Do you have any art/craft training? If yes, where and when?



## ARTIST SUBMISSION FORM

4. **Please provide a short artist statement. If accepted, this statement will be used in the marketing of your work. These may undergo edits for clarity and style.** (ideas: what materials do you use - is there anything significant about them? What are some distinctive, unique features of your work? Do any of your designs use traditional (historical or heritage) methods/materials? How is your work produced?)

5. **Please provide a short biography.**

6. **How do you feel you would benefit by being represented by AAC Works?**



## ARTIST SUBMISSION FORM

### Listing of samples with suggested retail prices

	Title/Description	Medium	Price
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Completed applications should be emailed with digital images to the AAC Works Manager at:

[works@artslethbridge.org](mailto:works@artslethbridge.org)

*Thank you for your application. We will be in touch soon!*

Allied Arts Council of Lethbridge  
318 7th Street S  
Lethbridge, AB T1J 2G2  
(403) 320-0555  
[www.aacworks.ca](http://www.aacworks.ca)