

The **Art Studio**
of St. Augustine Beach, FL



Member's Guide



Welcome!

Thank you for joining the St. Augustine Beach Art Studio and Gallery! We're always happy to welcome new members into the collective. As a non-profit cooperative, we depend entirely upon support from volunteers like you!

- Our board meetings are generally held on the third Thursday of every month, from 3:00pm - 5:00pm. Please feel free to attend, and bring any ideas or concerns you may have. These meetings provide an excellent opportunity to hear about what the gallery is doing next, and what you can do to help out.
- Our shows are up for two months at a time. We'll announce the art intake dates, which are usually held a week or so before the First Friday opening. During this time, you'll sign up for your docent dates, and drop off your work for installation. We ask that artists only bring two works in per show, as we want to make room for everyone who wishes to take part in the exhibition.
- As a docent, you are responsible for fourteen hours of gallery sitting during the two-month period of any exhibition that includes your work. This can be two full days or four half days. ***You are only asked to give your time if your work is being shown.***
- Every month, we feature one of our members in a solo show.
- Our First Friday openings are fun and well-attended events. Come meet your fellow members, and show your support for their work! Please consider bringing along some food or beverages to share, or volunteer to help clean up afterwards.

The more you put into your community, the more you'll get out of it!



Works by featured artist Vincent Pizzitola

Opening Procedures

- While holding the bar down, tighten each screw until the bar remains locked.
 - This will allow the door to open freely. Use the hex-wrench on both sides of the door, loosening the two screws by the same amount.
- Turn on the air conditioner. A red light means that the unit is currently turned off.
 - There is a hose behind the unit that empties out into a pan in the closet.
 - Pour out any water that has collected from the air conditioner, and check again later for any overflow. This is important, as we don't want any flooding!
- Place the large rainbow OPEN flag in its holster.
 - Take this flag indoors right away if you hear a thunderstorm approaching.
- Put out the welcome signs. They can be jammed into the plant holders.
- Affix the wraparound sign to the first cochina post outside. It can be attached using the bungee cords. Please be careful when stretching the cord! Don't thwap yourself!
- Check the mail. Our box is the decorated one, near the Dance Company entrance.
- Turn on all lights. Inside the bathroom, hit all the rocker switches and bring the dimmers up to full. Turn on the light switches near the front door.
- Plug in the display cabinet near the door.
- Plug in any video monitors, motorized artworks, fans, or electric artworks.
 - If there are any DVDs or video works, make sure they are playing as intended. Contact the artist if you have any questions.
- Check on the outdoor plants. Give them a little water if they need it.
- Check the cell phone and plug it back in if its battery is low.
- Review the previous entries in the log. Sign your name and the date in the logbook.
- Count the cash drawer and write down the total amount in your logbook entry.





These dimmer switches in the bathroom are for all of the gallery's track lights. Adjust as you see fit.



Light switches near the front door, for the gallery's overhead lights. Don't use the taped-off switch ... it's connected to somebody's life-support machinery.



This is where the air conditioner drains. Please empty the pan once in a while. There's a slop sink nearby. Please mop up any spillage.



This hex-wrench is kept near the front door. You'll use this to lock or unlock the panic bar on the front door. Don't walk off with it! It's super important!



When the screws are set to this height, the bar can rise freely, allowing the latch to engage and the door to lock. Now it can't be opened from the outside. Raise the screws on both sides of the bar.



Holding the bar down, lower the screws with the hex wrench. This locks the bar into place, preventing the latch from engaging. Now the door can be opened from the outside. Lower both screws.

Closing Procedures

- Bring flag and welcome signs back indoors. Store these in the bathroom.
- Bring sandwich board back indoors.
- Turn off all lights.
 - Hit all of the rocker switches in the bathroom. Turn off the light switches near the front door, save for the one that has been taped off.
- Unplug the display case and any electronic art.
- Turn off the CD player and any video monitors.
- Sweep floor and empty trash. Take care of recyclables if it is the day for collection.
- Check the bathroom.
 - Make sure there are paper towels and toilet paper available.
 - Make sure the sink and toilet are clean.
- Turn off the air conditioner. Make sure to empty the condensation pan in the closet. Place the drainage hose back into the pan.
- Straighten up the docent table. Clean up any spills, food, or loose pigment.
- Make sure you have left any necessary notes or log entries for the next docent.
- Contact any artists whose work you have sold.
- Gather up all of your art materials or clean your work surfaces.
- Use the hex key (allen wrench) to return the bar to the "lockable" position.
 - Unscrew the two screws on either side of the bar until they are halfway up.
 - This allows the bar to lift, and the latch to engage.
- Double check that the door is locking behind you!



When the screws are set to this height, the bar can rise freely, allowing the latch to engage and the door to lock. Now it can't be opened from the outside. Raise the screws on both sides of the bar.



Be sure to unplug the jewelry display cabinet. Tidy up the postcards in the rack. Be sure to turn off three of the four light switches, by the door as you leave, save for the one that's been taped up.

Atmosphere

- Greet visitors! The best thing you can do for the gallery and its community is to make every visitor feel welcome and appreciated.
- Track visitors in the daily log. A count helps us keep tabs on visitation patterns.
- Create a nice atmosphere by playing some music. Avoid talk radio or commercials.
- Wave people in from the street. You'll see a lot of people peeping through our windows ... please invite them in and chat them up for a while! As our member Cathy says, "Drag 'em in by the ears if you have to!"
- Take a look at our website! Find out what upcoming events are taking place.
- Let other artists know if you have sold any of their work, or if visitors have expressed an interest in talking more with them.
- Get to know your fellow artists ... learn what you can about their media, backgrounds, and processes. If you are able to speak with some insight about another member's art, we stand a much better chance of making a sale. Board meetings, openings, and mixers are all a great way to get to know your community better. Anything you can do to help sell art by other members is beneficial. Read their bios (if available) in the binder of artist pages.
- Invite visitors to sign the guestbook.
- Let visitors know about First Fridays, any upcoming events or openings, classes or workshops. It's up to us to promote our operation!
- Be sure to let people know that we are an artist-run non-profit community.
- If you meet artists, let them know how they can join. Explain the benefits of membership. In particular, highlight the mutual support that we offer one another.

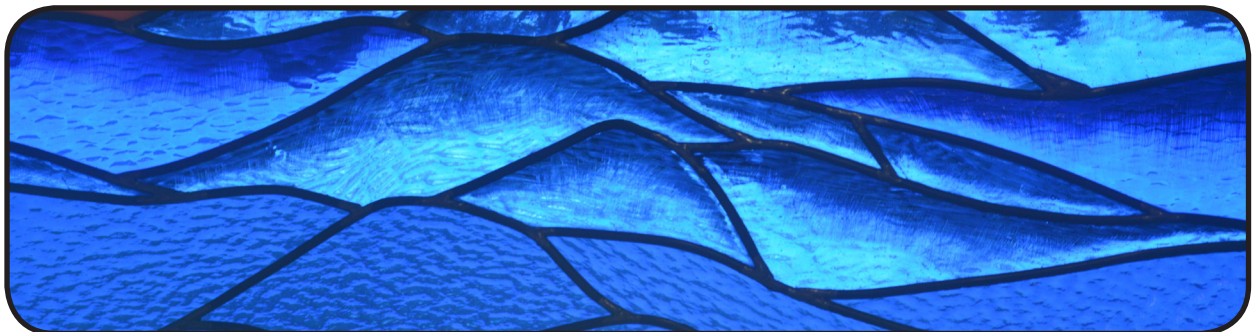
The gallery is open 10:00am - 5:pm, Monday through Saturday, and 12:00pm - 4:00pm on Sundays. A Sunday shift counts as a whole day of docent work.



The outdoor sign is easily affixed to the post by using the bungee cords. Please try not to blind any hapless passerby with a thwapping hook.

Considerations

- Please don't fill in empty spaces that don't belong to you. If an artist has sold a work, let them know, so that they can replace it with something new.
- Be sure to sign in the logbook for your day. Keep track of how many visitors you see, what sales you make, what issues emerge. The more information we have at our disposal, the better. It's also helpful for you to review the most recent entries so that you're aware of things that have cropped up in the preceding shifts.
- Please be respectful of other artists' work, and do not move or touch it unless absolutely necessary. Don't allow very young kids to handle fragile objects.
- Please help protect everybody's work by keeping any arts activities as clean and contained as possible. Be especially mindful of paint spatters. If you spill something, please wipe it up immediately.
- Always be courteous and patient with visitors. Please keep in mind that they are the main reason we are here!
- Please try to keep the cabinets organized. Put something back where you found it. If it's a slow day and there is nothing else going on, some organization of the cabinets is always welcome. If you are able to tidy things up, please do!
- Let artists know that if their work has sold. Taking a picture of the patron and their purchase is a great way to let an artist know that a piece is being appreciated.
- If you have spare time, please sweep, clean, or organize. There is no cleaning staff aside from our members!
- If you are able to take out trash or recyclables, please do so.
- The windows and shelves can always use cleaning or dusting.
- Please keep data usage to a minimum on the phone and our WiFi.
- If you plan to use the studio for a formal group meeting of any kind, you must get a rental agreement beforehand.



Detail of stained glass by Steve Tavender

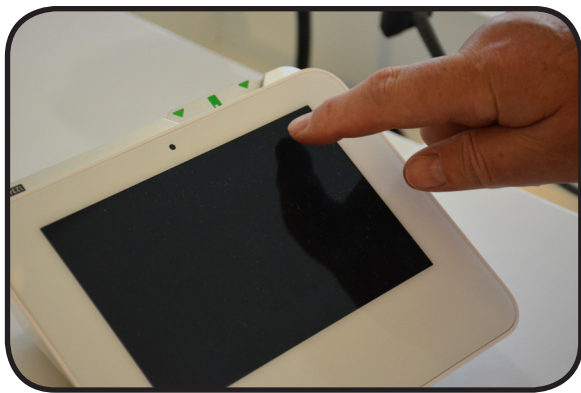
Bin Art

- Bin art is limited to three pieces per artist, and should be replaced with every show.
- Bin art may only be installed on intake days, or replaced when sold.
- Every piece of bin art must be documented on the intake sheets.
- All prints or reproductions should be clearly indicated as such.
- Please do not include more than one copy of the same print or reproduction. We want to show a variety of work, not crowd the bin with duplicates.
- Each piece should be accompanied by a card or label with the following information clearly written: ***Name of Artist, Name of Print/Reproduction, Edition Number, Type of Original, Size of Piece.*** The card or label should be placed on the back, preferably in a clear sleeve.
- Fill out the inventory/intake sheet completely.
- All work must be matted, backed with foamcore or solid cardboard, and placed in a professional sleeve.
- Original artworks are welcome in the bin as long as they are properly protected. Be mindful of materials like pastel, charcoal, or soft pencils, which may rub off onto the sleeve. Do not leave any artworks in the bin that may transfer or smear media onto other people's work.
- The Art Studio is not responsible for the condition of any bin art. Artworks in the bin are subject to handling, and may become damaged. Protection and sensible packaging of your artwork is your responsibility.



Making A Sale

- Our new CLOVER system makes ringing up sale much easier than before. Nearly every item in the gallery is now barcoded; those that aren't yet given a barcode can be searched by the artist's name or by special category.



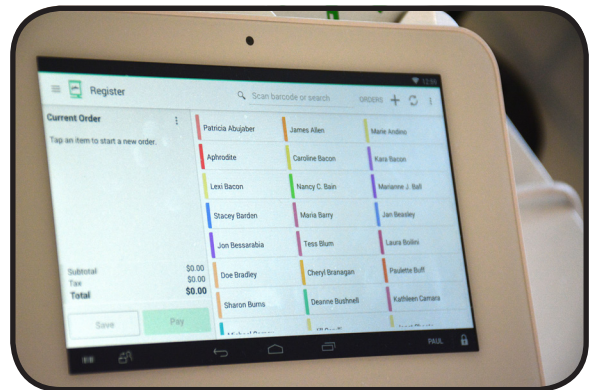
Touch anywhere on the screen to wake the terminal up.



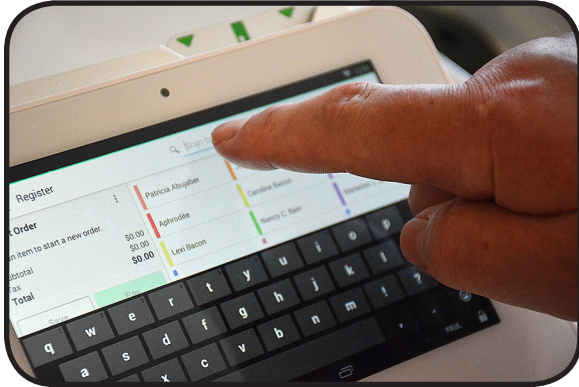
Use your four-digit login code.



This is the home screen. The function you're looking for is called "Register".



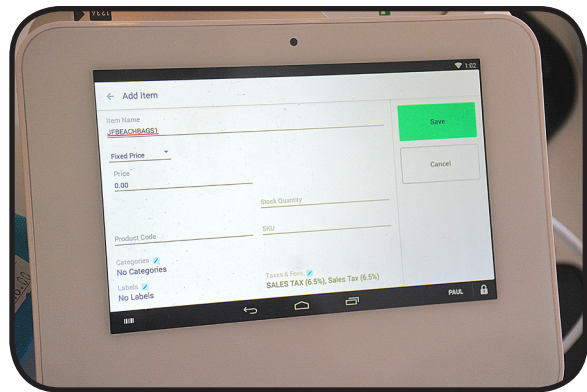
On the right side of the screen is a long list of buttons, representing either individual artists or categories. These allow you to search for the work of a particular artist. If an item is not barcoded, you can probably find it via the artist's name.



In order to start scanning items with the laser gun, you'll need to first tap on this top line, the one that says "Scan barcode", so that the cursor is activated. You can then begin using the laser gun to scan the barcodes of each item. One by one, they will appear on the left side of the screen.



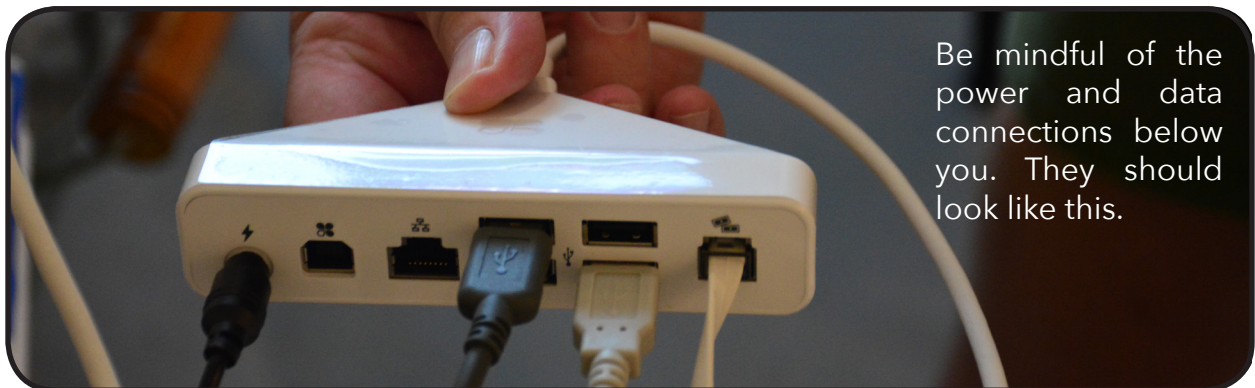
Go get 'em, Buck Rogers!



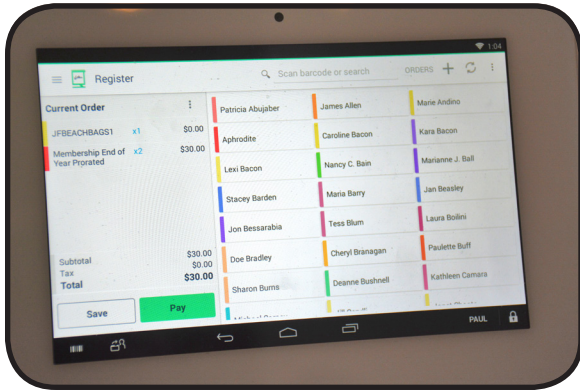
By tapping on an individual item, you can then edit details ... adjust price (if, for instance, the artist has lowered the price but this is not reflected on our system), or add details to the name for clarity. Generally speaking, such editing is not necessary, but it's a good idea to double-check the amount being billed.



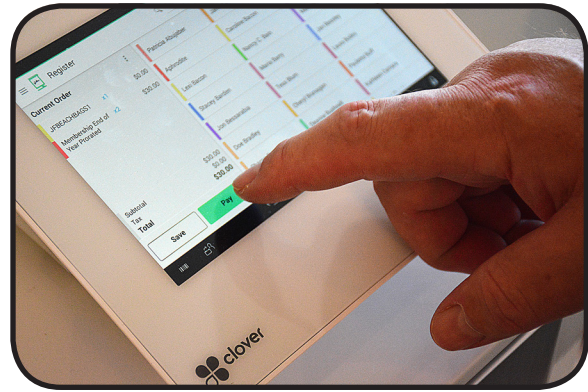
Just be methodical, and make sure to not scan an item twice.



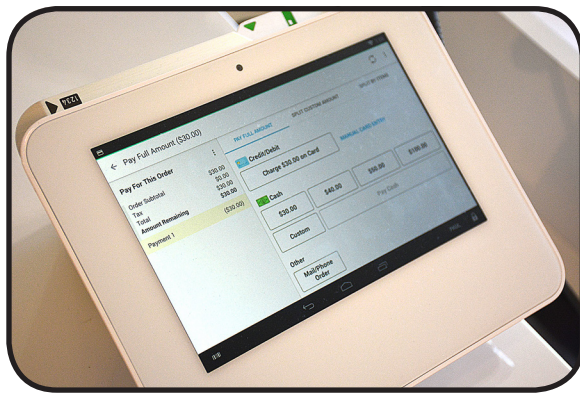
Be mindful of the power and data connections below you. They should look like this.



As you scan in items, the left side of the screen will show the tally. The sales tax will be automatically calculated, and the artist properly credited. Yay, technology!



When the customer is ready to pay, hit the big green "Pay" button.



Now the machine will ask you what type of payment the customer will use. If cash, the system will offer a few general choices for the payment amount (\$20, \$30, et cetera), or you can punch in the exact amount tendered. If the customer is using a credit or debit card, hit the appropriate button. You have the option here also of entering a credit card manually ... if, for instance, the magnetized stripe is damaged.



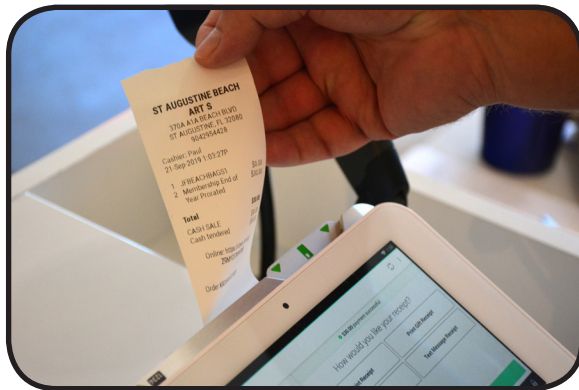
If you choose cash, and enter a payment amount, the drawer will sling open, probably slamming right into your tummy. *Ch-ching!* Make change as appropriate. Always count upwards from the total charge to the tendered amount. Please keep the bills orderly and facing the same direction, to make counting faster.



The device swivels around 180 degrees to allow the customer to punch in their PIN, or sign for a credit card charge.



You can choose to have the receipt printed or emailed. The device swivels around to allow a customer to enter their PIN or



If the customer chooses a printed receipt, it will unspool from the top of the unit. This is theirs to keep ... our account remains recorded in the cloud.



Help wrap the artwork up, using any available packaging materials. Be sure that they sign our guestbook, and thank them for supporting the arts!

If you make a sale, let the artist know! One nice way of doing this is to take a photograph of the customer with the work they've purchased, and send this snapshot to the artist.

If you run into any trouble, don't panic! Reassure the patron that all transactions can be voided. Contact a board member to authorize any refunds, or to get yourself unstuck if you encounter any difficulties in navigating the system. Keep your cool.

Ways To Help

As a small non-profit arts collective, we can only make this work if we all pitch in. Beyond your time as a docent, there are many ways in which you can help this gallery run more smoothly. If you have any thoughts on how you might best contribute, please contact the board ... we're always receptive to new energy and new ideas.

If it's a slow day in the gallery, and you find yourself with nothing else to do, there are a lot of maintenance tasks that always need doing. Any tidying is deeply appreciated.

- Organize the kitchen area, especially the cabinets.
- Offer to help set up before events, or clean up afterwards.
- Clean the sink and countertops. Sweep the floor.
- Volunteer to help with docent training, once you are comfortable with how the gallery functions and the role you play in it.

If you cannot sit as a docent, please consider donating supplies to the gallery!

- Toilet paper, paper towels
- Glass cleaner, disinfectant, air freshener
- Liquid hand soap, dish detergent
- Napkins, paper plates, plastic cups, cutlery
- Post-It notes, labels
- Copy paper (8.5"x11")
- Pens, pencils, scissors, tape
- Bottled water or soda for visitors and other docents

Remember ... we're all in this together!



Detail of ceramic work by Sue Stusnick and Cassandra Lietz.