

ARTIST IN RESIDENCE

GUIDE TO SITTING THE GALLERY

You will enter the gallery through the back entrance using the keypad. The code will be given to you. Safeguard this code and do not share it! Once inside, turn on the lights at the switches, near where you are entering and in the back and front of the gallery, as well as our new track lighting switches. These are equipped with a toggle button, (the toggle button may be behind a painting, follow the cord down from the ceiling) on the back wall of the main gallery and on the wall in the hallway, opposite of the back door. The Boutique room has a light switch on the wall, as does the middle room.

Check the air conditioning temperature at the thermostat located on that same wall. Adjust for comfort level, keeping in mind the electric bill. It usually is set at 75 degrees. Keep the door between the gallery hall and the back hall shut.

Take a quick look around the gallery to be sure that it is neat and tidy. If there are any hanging wires showing, please conceal them by rolling them up and taping them behind the art. If any artist labels have fallen off the wall, please put them back in place.

Using the key attached to the paint brush on the office desktop, open the gallery front door. Use the "kick stand" at the bottom of the door to keep it open. Wheel the sign outside in front of the gallery so it is visible to the passersby. IMPORTANT: Once sign is in place, lock the wheels by pushing down on the red tab on the wheels. Please bring the sign in if it rains/storms or extremely windy.

Look at the telephone behind the gallery desk. See if there are any messages. If there are, prepare to write down the messages on the telephone message pad. Listen until you are sure you have written all the pertinent information down, and then erase the message.

Answer the phone, "Artist's Eye Gallery, how may I help you? If you are unable to help the person, take a message from them with contact information and write the message down on the telephone message pad. Tell them they will receive a call back as soon as possible.

Folks coming into the gallery should be greeted in a friendly manner. Tell them they are welcome to come in and browse. Converse with them if they seem open to it; if not, tell them that if they need any help to just ask. The public is only allowed in the gallery, and gallery hall and the boutique. The very back entrance hall, back bathroom, and office are not open to the public. The middle room is only open if there is an exhibit in that room. The public must enter and exit through the front door.

Artists phone numbers are not given out to the public. If someone wishes to contact one of our artists, take a message and the persons name and contact information, and write it down on the telephone message pad. The message will be given to the artist.

If someone wants to sign up for a class, please use the CLASSES Folder on the shelf behind the gallery sitter's desk. If payment is made, give the student a receipt.

SALES -

We accept cash, checks and credit cards. There is a small amount of cash/change in the petty cash box on the bottom shelf behind the gallery sitters desk. You must write a proper receipt

when making a sale. Fill in the buyers name and the date. Write down the vendor number (V-#) and item number/description of what is being sold. Write down the price, the sales tax (there is a tax chart in the gallery sitter's notebook), and the total. Write down how the item was paid for (Paid - cash, or check & number, or credit card & sales code). Give the customer a copy of the receipt, place a copy in the cash box and leave one in the receipt book.

CREDIT CARD SALES -

We have a credit card machine. You can unplug it from the charger. Turn on the machine using the small button on the back of the machine. You will see a keypad. Enter the code for the sale category first*, then proceed, following the prompts. Be sure to swipe carefully and if it is a chip card insert it all the way in.

SALES CATEGORY CODES:

Boutique and Prints	0067	Membership	2872
Classes	1046	Take-in	8805
Fine/Gallery Art	8863	Outdoor Show	0413
Gallery Sittng Fee	7922	Outdoor Commission	2024

*If the machine is unlocked when you pick it up, first look in the bottom right hand corner to see what sales category code is displayed. If the code is the same sales category code you will be using; proceed. If not, press the lock icon. Then enter the sales code you will be using on the keypad and proceed.

LIBRARY & DVD -

Members only may use these materials. Members may write down the book they are taking out in the LIBRARY BOOK CHECKOUT BOOK on the shelf behind the gallery sitters desk. DVD's are to be checked out using the DVD CARD CATALOG BOX also located there. There is a \$10.00 deposit on the DVD's, cash or check. Give a receipt. Record when turned back in and give refund of deposit if applicable.

GIFT CERTIFICATES - These are numbered and located in the petty cash box. Fill out the register that is located with them, as well as the certificate. Fill out certificate and fill out a regular receipt, being sure to write the certificate number on the receipt.

WHILE YOU ARE THERE -

You may work on your art while tending to the gallery, keeping your materials and supplies in a small area. All tables must be covered during use. Portable tables must be put away before you leave. You may also read our boutique artists notebook to familiarize yourself with our artists, make use of the library, read or use your personal devices... however...remember that your first duty is to the telephone and the gallery visitors!

Be sure to thank visitors for coming in, let them know we have new shows monthly, and invite them to come back. **BEFORE YOU LEAVE YOU MUST CALL THE PERSON WHO IS SCHEDULED TO SIT THE GALLERY THE NEXT DAY TO REMIND THEM.** Their contact info is on the desk calendar of the gallery sitter's desk. Write down in the journal on the same desk your name and the date, and how many people visited the gallery that day, members who came in or anything noteworthy.

CLOSING THE GALLERY -

Bring in the sign. Lock the door and return the key to the office desktop. Put the credit card machine on the charger if necessary. Please take any food trash out. Place the thermostat back to 75 degrees if you changed it. Shut off all the lights (there is a light in the front that is on a timer, do not worry about that). Exit out the back door making sure that it is shut behind you.