



artist member handbook

Dear Artist,

Thank you for your 2025 membership with the AAN! We strive to be a valuable resource for your creativity by offering a wide range of opportunities for exhibition, education, and camaraderie with your peers.

This year we have worked to improve our online representation to connect you to our patrons. Your Artist Profile showcases the artwork you are currently exhibiting in all galleries. This work is available for purchase from your online profile. **We highly encourage you to complete your profile page as patrons often want to learn more about our artists!**

This handbook will cover gallery locations and guidelines, descriptions of events, how to use our online resources and more.

We hope you take advantage of these exciting opportunities to help us promote you.

Gratefully,
Artists Association of Nantucket

Gallery Locations:

Cecelia Joyce &
Seward Johnson Gallery
19 Washington Street
Nantucket, MA 02554
Telephone: 508 228 0294

Big Gallery
12 Straight Wharf
Nantucket, MA 02554
Telephone: 508 680 1902

Champion Gallery
at the Visual Arts Center
24 Amelia Drive
Nantucket MA, 02554
Telephone: 508 228 0722

Gallery Staff:

Robert Frazier
Artistic Director
bobby@nantuckearts.org

Nicci Peña
Gallery Manager
nicci@nantucketarts.org

Tracey Sears
Executive Director
tracey@nantucketarts.org

Table of Contents:

Artist Membership Levels
Artist Membership Benefits
Artists Requirements
Gallery Guidelines
Events
Profile Pages
Conflict of Interest Policy

Artist Membership Levels

- Artist Member
- Junior Artist Member (Ages: 14–21)
- Life Artist Member (Gifted after 25 years of Artist Membership)

Artist Membership Benefits

- 65% commission rate at all galleries (special event commissions vary)
- 10% discount off all AAN classes and workshops
- Year-round online and in-gallery representation
- Access to member only meet ups and professional development opportunities
- Opportunities for Pop-up Shows and other exhibition events
- Free Lifetime membership after 25 years of Artist Membership

Artist Requirements and Expectations

- Artists are required to pay annual dues of \$250 (\$50 for Junior Artists) to continue their membership for the fiscal year. You may not participate in exhibitions or events until dues are paid.
- If an artist does not pay dues after one year they will need to reapply as an Artist Member to rejoin the organization. (Ex. If you paid in 2023 but not in 2024, you will need to reapply as a Member in 2025)
- Junior Artist Members who age out of the category will need to reapply as Artist Members
- Artists are responsible for picking up and dropping off their works for exhibitions and events on time. (AAN is not liable for any work left after the designated pick up date for a live exhibition at AAN Gallery locations)
- Artists are highly encouraged to photograph their works and send photos to nicci@nantucketarts.org
- Online-only are always welcome but works cannot be for sale elsewhere for the duration of the exhibition. Works cannot be shown in other galleries or for sale elsewhere due to the risk of a duplicate sale.
- All Artist Members are required to donate one work to the Gala, our annual summer fundraiser digitally by May 15, 2024.
- Sales of any artwork that result from an AAN referral are subject to a 10% gallery commission.
- All Artist Members are required to fulfill 1–2 volunteer hours for events, galleries or other opportunities. *For questions about volunteering please contact nicci@nantucketarts.org.*
- Artists are encouraged to submit new work whenever possible
- Artists are highly encouraged to complete their online profiles on our website.

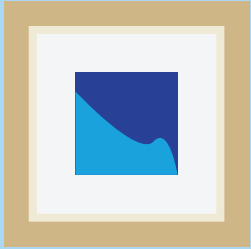
Galleries and Guidelines

AAN has four gallery locations to showcase your work. The Champion Gallery located at the Visual Arts Center, the Cecelia Joyce and Seward Johnson Gallery and Big Gallery located downtown, and the Online Gallery. AAN offers a variety of exhibitions at each space throughout the year giving our artists many opportunities to display their works. Artists receive 65% commission for each sale with the exception of certain special events. Below you will find guidelines and gallery etiquette for submitting works.

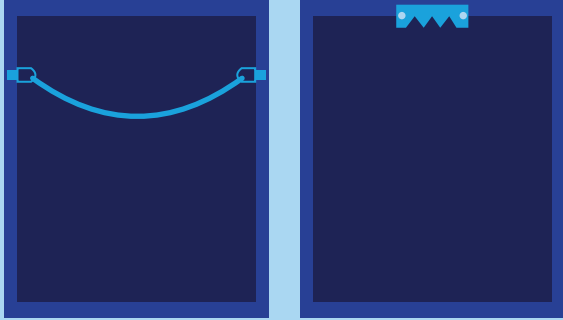
Before submitting your artwork make sure it is Gallery Ready

Gallery Ready Art


Works on paper need to be on sturdy paper, have strong backing or matted




Framed work needs a hanging wire or alligator clip



Work must be priced for sale



No wet works



Each piece submitted to an exhibition requires an inventory card and back tag. These can be filled out at the galleries on drop off and pick up days or beforehand. You can print these forms from the website under “Artist Member Resource” page*. If a piece doesn’t sell at an exhibition, you will pick it up on the next drop off and pick up day, and sign out your work on the inventory card.

**Artist Member Resource page has many other resources for our Artist Members including the Drop Off and Pick Up Schedule, the current calendar, and your profile login.*

In addition to filling out inventory cards, artists are encouraged to photograph each work and emailing it to nicci@nantucketarts.org. This is so your works will be available for purchase online as well as in-person. If you are submitting a work that you have already photographed for an AAN exhibition you do not need to send it again.

Artists may still submit online-only works but they will be associated with an in-person exhibition of your choosing and available for the duration of that exhibition.

To submit online-only works, please email a photo, title, medium, size and price to nicci@nantucketarts.org

For updates about exhibitions and other gallery-related events and sign-ups be sure to check your email for Artist News!

If you aren't receiving these emails, please contact nicci@nantucketarts.org

2025 Events

AAN has several special events throughout the year which give artists great opportunities to showcase and sell their works to large audiences.

Spring Sweep

April 17–21, Big Gallery

This silent auction takes place Easter Weekend online and in-person. The concept of this event is for artists to sell older works and “sweep” their studios clean. Works for this event are offered at an affordable price range set by the artist.

An Artist News email will be sent out for sign ups in early February.

Artists receive 50% commission.

Plein Air Nantucket

June 10–15, Big Gallery

This week-long event is free and open to all artists at any skill level who wish to paint outdoors and enjoy the camaraderie of painting with peers. Fresh works from this event hang in the Big Gallery and are available for purchase. Frank Swift Chase Awards are presented on the last day.

Artists receive regular 65% commission.

Sidewalk Art Shows

Sidewalk Art Show 1: Saturday, July 5, Atheneum Garden

Sidewalk Art Show 2: Saturday, August 9, Atheneum Garden

Sidewalk Art Show 3: Saturday, September 6, Atheneum Garden

A beloved tradition dating back to the 1930s, Sidewalk Art Shows displays works by our Artist Members all around the Atheneum garden for the public to view and purchase. Each artist sets up a wall provided by AAN with their selection of works (Tables are to be provided by the artist). This is a great opportunity for artists to promote themselves and connect with patrons and the community.

To sign up contact bobby@nantucketarts.org

Artists receive regular 65% commission.

Gala

Saturday, July 19, Great Harbor Yacht Club

AAN's annual summer Gala and art auction in July. All Artist Members are required to donate a piece to our biggest fundraiser of the year to support AAN's mission of fostering the visual arts on Nantucket. **An Artist News email will be sent out to remind artists of the deadline for donations this year, May 15, 2025. Donations are to be submitted via email to review@nantucketarts.org with a photo, title, medium, size, and artist value.**

This is a full donation from the artist.

Wet Paint Weekend

October 10–12

This art-filled weekend culminates in a live and a silent auction on Sunday. Works submitted for this event are expected to be new (made within the last month). Sign-ups are first-come first-serve, beginning in August. **Sign-up date will be sent out in Artist News email in August.**

Artists receive 50% commission.

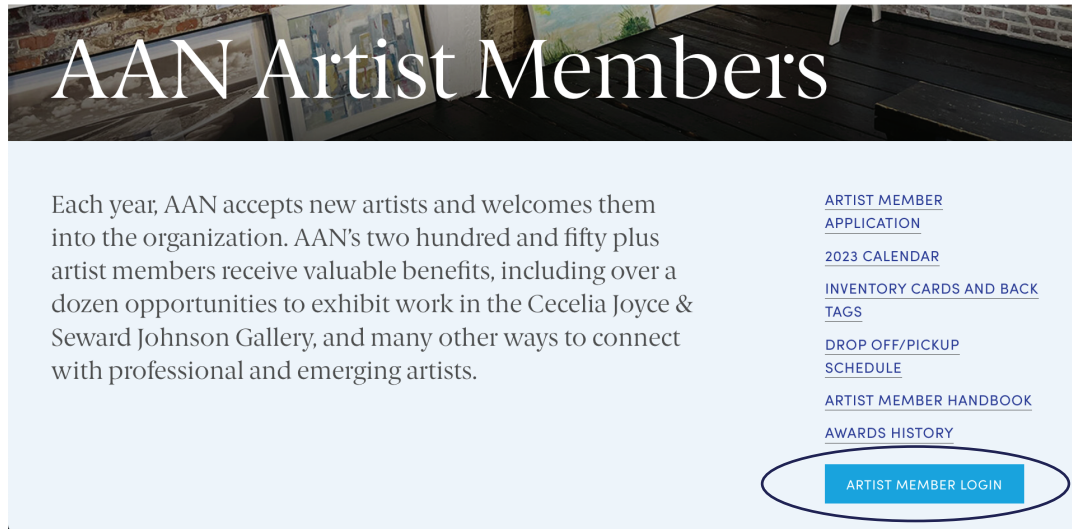
Profile Page

Each Artist Member has a profile on our website. These profiles feature a biography, artist statement, up to eight portfolio pieces, a profile photo of the artist and weblinks to artist's personal website (if applicable). These profiles allow patrons to learn about each Artist Member and their works. Any current works in the online gallery will also be featured on your artist profile.

If you do not have a profile set up or have trouble accessing your profile please contact nicci@nantucketarts.org

How to Login

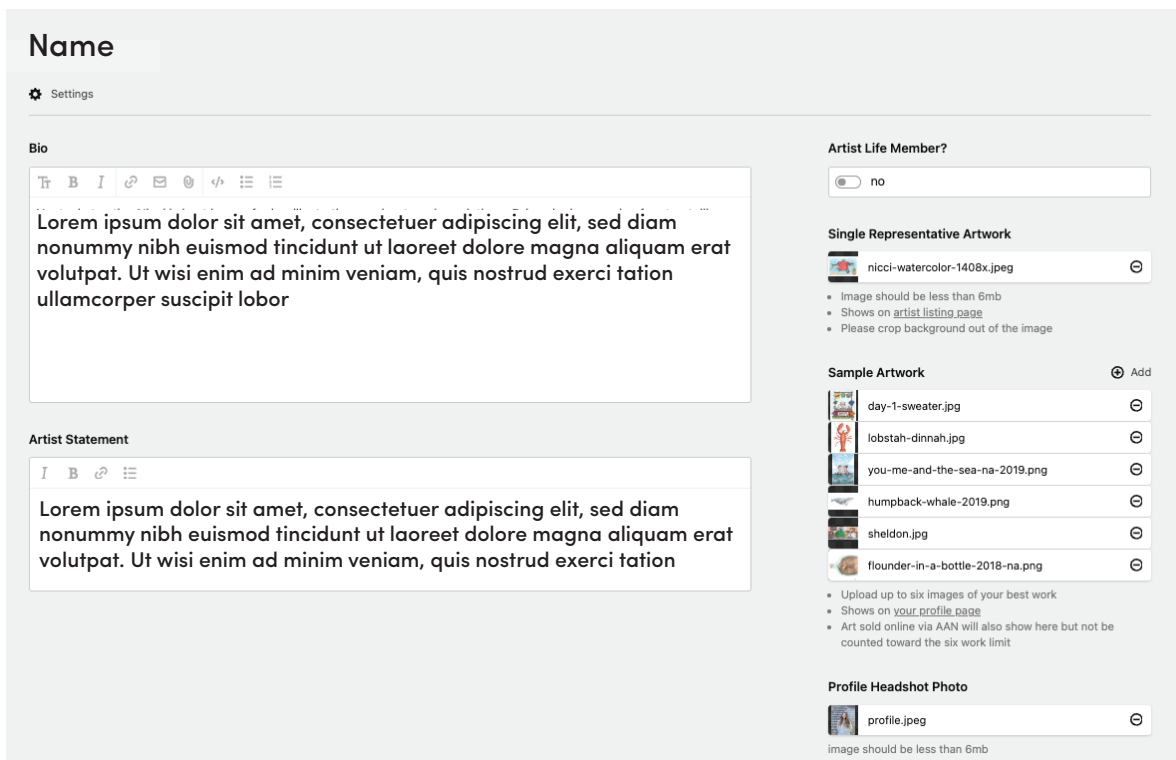
To login to your profile visit the Artist Members Info page nantucketarts.org/artist-member-resources. Then click on the blue Artist Member Login button and type in your username and password.



Each year, AAN accepts new artists and welcomes them into the organization. AAN's two hundred and fifty plus artist members receive valuable benefits, including over a dozen opportunities to exhibit work in the Cecelia Joyce & Seward Johnson Gallery, and many other ways to connect with professional and emerging artists.

- [ARTIST MEMBER APPLICATION](#)
- [2023 CALENDAR](#)
- [INVENTORY CARDS AND BACK TAGS](#)
- [DROP OFF/PICKUP SCHEDULE](#)
- [ARTIST MEMBER HANDBOOK](#)
- [AWARDS HISTORY](#)
- [ARTIST MEMBER LOGIN](#)

Once you are logged in you will be able type in a Bio and Artist Statement and upload images. You may also update you username and password in the settings.



Name

Settings

Bio

Tr B I [link] [image] [video] [code] [bulleted list] [numbered list]

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Artist Statement


I B [link] [image] [video] [code] [bulleted list] [numbered list]

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Artist Life Member?







no

Single Representative Artwork

 nicci-watercolor-1408x.jpeg

- Image should be less than 6mb
- Shows on [artist listing page](#)
- Please crop background out of the image

Sample Artwork Add

-  day-1-sweater.jpg
-  lobstah-dinnah.jpg
-  you-me-and-the-sea-na-2019.png
-  humpback-whale-2019.png
-  sheldon.jpg
-  flounder-in-a-bottle-2018-na.png

- Upload up to six images of your best work
- Shows on [your profile page](#)
- Art sold online via AAN will also show here but not be counted toward the six work limit

Profile Headshot Photo


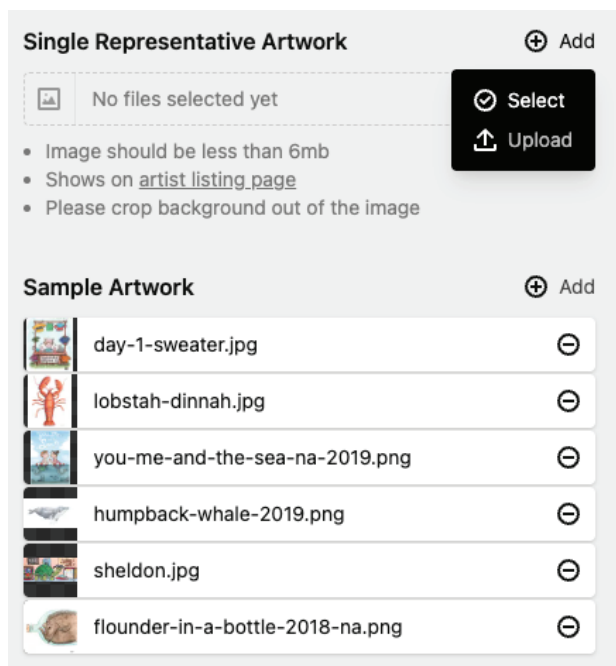
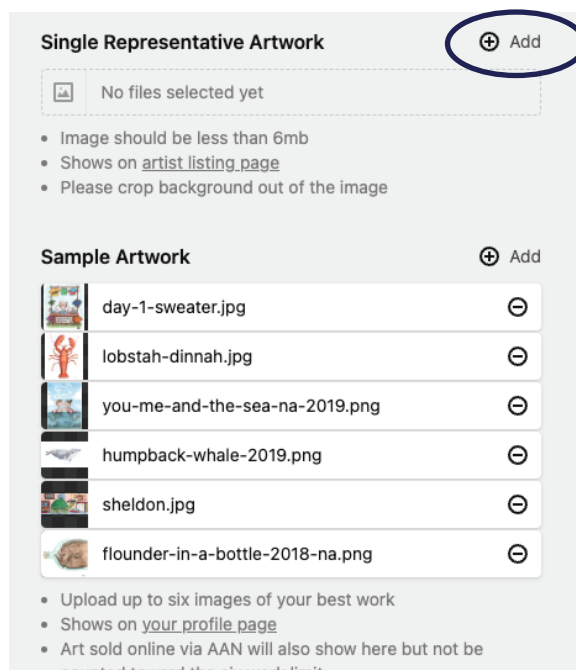
 profile.jpeg

image should be less than 6mb

Uploading Photos

For your profile to be live on the website you must have a photo in Single Representative Artwork.



To add a photo click the “+ Add” button next to the section your adding to. Then click “Select” or “Upload”. If you are uploading a particular photo for the first time click “Upload” to choose a file from your computer or device. If you have uploaded a photo before but would like to use it again click “Select”. Your profile page saves previously uploaded photos that you can select again without uploading. Select your photo then click “Ok”.

Tags and Weblinks

Under “Tags” you can click the drop down menu and select all the mediums you work with. This will allow patrons to search for artists by medium on our website.

Under “CV” you can upload a PDF of a current resume or CV.

Under “Website” you can add a link to your own website. Please be sure to include the <https://> at the beginning of you web link. Same rules for Instagram links and Facebook links.

Remember to Save

Anytime you make edits to your profile page remember to click SAVE at the bottom of the page!!!

Tags

Medium:Watercolor x

Medium:Pen/Ink/Pencil x

for filtering on [AAN Artist Members page](#)

Website

must include <http://> or <https://>

CV + Add

No files selected yet

PDF only

Instagram

must include <http://> or <https://>

Facebook

must include <http://> or <https://>

✔ Save

Conflict of Interest Policy

AAN expects its **Staff, Board of Directors and Artist Members** (hereinafter “Members”) to perform their activities in a lawful, ethical and professional manner to safeguard the mission and reputation of the organization.

Some examples of conflict include but are not limited to:

- Members should not **accept anything of substantial value on behalf of AAN** in return for some personal gain or to advance their interests or those of family members.
- AAN’s Members will **not endorse personal, political or commercial requests from donors or business sponsors in exchange for their contributions to AAN**. If a donor request may provide explicit benefits to AAN and aligns with our mission, the President will bring the request before the Board.
- Members should not participate in any matter where he or she, or other interested parties, has a **reasonable or foreseeable financial benefit or the appearance of, or actual conflict of interest outside of our mission**.
- Members may **not knowingly or improperly disclose confidential AAN information** which he or she has access to by reason of his or her official position or authority, nor use such information to further his or her personal interests.
- Funds or other resources of AAN may **not be used to influence the passage or defeat of a local ballot question or referendum** (warrant) unless directly related to our mission and sanctioned by the Board.
- Members should **not support a specific political candidate on behalf of AAN** unless it is directly related to our mission and approved by the Board.
- **All public statements advocating AAN’s point of view** on any matter (e.g., letter to the Select Board, op-ed, etc.) must be vetted with the Executive Committee prior to publication.
- Members shall not **convey their personal opinions or requests from others on AAN’s website or its social media page** (e.g., Go Fund Me) without approval of the Board.
- No Member shall **make false or misleading statements to AAN’s independent auditors** or conceal or fail to reveal any information necessary for the auditor to produce reliable findings.

Reporting Violations

- Questions regarding this policy, or the interpretation of a specific event that may be in conflict with it, should be directed to the Board President or Executive Director.
- Discovery of events of a fraudulent, illegal or inappropriate nature in violation of this policy must be reported immediately to the President or the Executive Director. The identity of the individual raising the concern will be protected and can expect to be informed once the issues has been resolved.