

## How to Join Mugdock Makers

Mugdock Makers is always on the lookout for new members who are artists and craft workers of quality - especially in crafts that are not currently represented in the Gallery at Mugdock Park.

In order to apply, please complete our application form and take it to the Gallery for the attention of The Board, (*Mugdock Makers Ltd., Mugdock Makers Arts and Craft Gallery, Mugdock Country Park, Mugdock, Milngavie, Glasgow, G62 8EL*), along with a varied sample of finished work - say 3 to 5 pieces - priced for sale and, in the case of painters, framed ready for display. It is also useful if you can give us some idea of the price range you would charge for your goods in the gallery. The prices should be the price to the customer. Remember that Mugdock Makers will take 33% of the selling price. Your application will be considered at the next meeting of the Board of Directors.

If you are accepted, you will be expected to man the gallery or demonstrate your craft approximately once a month on a rota (see below). In your application, please would you indicate what kind of demonstration you would do?

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To help you, here is some general information about Mugdock Makers and their commitments.

### **General**

- Mugdock Makers is a group of artists, craftsmen and women. As such we expect to participate jointly in all the activities of the Makers.
- Mugdock Makers Limited is a company limited by guarantee. This means that each and every Makker individually guarantees the sum of £1 in the event that the company ceases trading.
- Mugdock Makers, like all companies, has directors. Currently they are:- Irene Blackwood (Chairperson), Mhairi Sim (Secretary), Lynne McGill (Events Secretary) Richard Kingslake (Treasurer), Angie McLean-Boyle, Keith Pirie and Lucy Jackson the Gallery Supervisor.

### **Provisional members**

- When a craft worker is first accepted by the Board, and has paid the entry fee (Three months in advance: £30\*), he or she will be regarded as a provisional member of Mugdock Makers.
- Once any Makker has been accepted for a particular craft, the Makker may not offer for sale items in a different category without first being approved by the Board. For example, a painter, duly approved, may not offer jewellery for sale without specific approval by the Board.
- The exact range of articles for sale must be approved by the Board. For example, if the craft is "textiles" it must be clearly indicated exactly what kind of articles are being produced, with samples.

- A provisional Makker, when approved, pays three months membership fee in advance (see above).
- After three months, the Board may decide to offer full membership to a provisional Makker.

### **Craft items for sale**

- Each Makker should bring items for sale to the Gallery and keep an accurate record of stock in the system set up by the Board.
- Items for sale must be marked with each Makker's number, together with the item's own individual code, and the selling price. The labels provided for this have that information pre-printed and are available to full members.
- The selling price is calculated as the amount the Makker wishes to receive +50%. For example, if the Makker wishes to receive £10 for an item, it will be on sale at £15. The £5 extra represents the commission to Mugdock Makers Ltd. As you see, £5 is 33.3% of the selling price.
- Where and how items are displayed in the Gallery is entirely under the control of the Gallery Supervisor.
- Restocking should only be done in consultation with the Gallery supervisor (email: [manager@mugdockmakers.co.uk](mailto:manager@mugdockmakers.co.uk)).
- The money owed to a Makker from sales made in the Gallery will normally be paid shortly after the end of each calendar month, by bank transfer.

### **Gallery duties**

- Every Makker, including provisional Makers, must be prepared to man the Gallery between 11:00 am and 5:00 p.m. (11:00 a.m. - 4:00 p.m. in the winter) according to a rota. This will be about once a month.
- We have a Gallery Supervisor who mans the Gallery for two days each week. Makers man on the other days.
- Every Makker must be prepared to run a craft activity or demonstration on a Saturday or Sunday according to a rota, usually instead of a shop duty day.
- If a Makker cannot perform his or her duty as allocated, then it is up to the individual Makker (not the Board) to arrange a swap with another Makker. To this end, every Makker is provided with a list of the telephone numbers of all Makers. Do not rely on voicemail or email!
- It is most important that the Gallery is open for the hours advertised: 11:00 am to 5:00 p.m. (or 11:00 a.m. to 4:00 p.m. in winter) **every day**.

### **Subscription**

- Every Makker pays a subscription each month when they become a full Makker. This subscription is £10\* per month, paid by standing order.

### **Communication**

- Communications to all Makers will normally be by e-mail. If this is not suitable, please let the Secretary know, who will send such communications by normal post, or by phone where appropriate.
- If you feel that this could be for you download and print off the application form found on our website and send or deliver it to the Gallery in the Courtyard at Mugdock Country Park. Good luck!

\*These figures are correct in January 2017.