

# Crescent Harbor Art Gallery

## Members Handbook 2026

Coast Redwood Art Association, doing business as Crescent Harbor Art Gallery, is a non-profit organization, established in 1961. The gallery is located at 140 Marine Way in the Harbor District, phone 707-464-9133. The gallery is open Tuesday through Saturday from 11:30 a.m. to 4:00 p.m. Special events may be scheduled on Sundays and Mondays while the gallery is normally closed.

The gallery champions local arts by offering classes and workshops for all ages, promoting ethnic diversity in the arts, and hosting community exhibits. **It is our mission to:**

- provide instruction in visual arts media such as but not limited to oil, watercolor, acrylic, photography, pastel painting, and pencil and ink drawing by means of workshops;
- provide instruction in design and composition in creative efforts such as collage, mixed media, carving, printing, painting, stained glass and other hand-made items;
- provide free or low-cost instruction in creative activities for children;
- meet the needs of talented young people and developing artists with classes, scholarships and support;
- provide art classes to promote creative hobbies for "Senior Citizens" in the community;
- donate art appreciation and art technique books to build up the art section of the county library;
- sponsor juried art shows that bring recognition to artists and non-juried shows that encourage children and developing artists;
- sponsor artists from other areas to speak, give reviews, to demonstrate and to show their works to interested groups in the county, and
- provide facilities for others to engage in the promotion of arts and to develop community interest in the arts generally.

### Organization and Structure

The organization is guided by its by-laws and is governed by an elected Board of Directors who are elected by gallery membership in February. A minimum of 9 board members must be selected each year. Board members do not have to be gallery members. Officers include a President, Vice President, Secretary and Treasurer. Officer and Board Member roles are defined by the gallery's by-laws which may be obtained from the gallery.

Gallery Host – The gallery is hosted by gallery membership. From time-to-time, the gallery may engage in employing an independent contractor to fulfill this duty or may engage with other organizations who provide training opportunities for gallery hosts. Unless a host is present, the gallery is closed so it is very important to have hosts available during regular business hours.

Committees. There are a number of standing committees with volunteers always needed.

Building/Maintenance  
Publicity  
Signage  
Life Drawing Group  
Artist of the Month  
Education  
Economic Procedures  
Newsletter  
Technology  
Demos/Workshops  
Membership  
Art Show  
Ad hoc

### **Regular Meetings**

Board of Directors – The Board of Directors meetings are open to membership and the public. They are conducted on the 3<sup>rd</sup> Thursday of the month at 11:00 a.m. and generally last an hour. If the 3<sup>rd</sup> Thursday falls on a holiday, the board will meet on the following business day.

Quarterly – Membership meetings are conducted on a quarterly basis and may either be a social or a business meeting.

### **Types of Membership**

Members pay annual dues which are renewed each January 1. It is necessary to be an active dues paying member to display and sell art in the gallery.

Individual, \$50  
Family (includes family members living in the same household) \$55  
Patron of the Arts (no display of artwork) \$30

### **Membership Benefits**

There are many benefits to having membership in the gallery including:

- providing a venue to showcase and sell your artwork in the gallery or rent a private wall space;
- stay connected with other members with our monthly newsletter, “The Whale” featuring gallery updates and local art news;
- engaging in gallery events including workshops, demonstrations, classes and fundraisers;
- promoting and selling your artwork globally through our website;
- gaining access to gallery space to create your art;
- enjoy a 10% discount of frames, mat boards, foam core, water color paper and popular art classes;
- contribute to the growth of arts and culture in Del Norte County;

- make tax deductible donations to the gallery either through donated time or donation of money.

## **Member Responsibilities**

The gallery is operated by its membership. As a member, especially one who is displaying art in the gallery, participation is mandatory and can be fulfilled in a number of ways:

- host at the gallery, training and support is provided.
- serve on one (or more) of our committees.
- teach a class or workshop.
- host a demonstration
- provide basic housekeeping like dusting, vacuuming or other cleaning. Or provide gardening services including weeding, watering and trimming plants.
- help with various events: bring refreshments, set up, clean up
- donate money, time or art supplies to support the gallery operations and fund raisers.

## **Guidelines to Display Art**

Artists are invited to display their art in the front room of the gallery. There are specific size and framing requirements for art displays. Members and their families with a family membership may display art if they are current in their membership dues.

- art is changed out every two months and new art may be brought in to be hung in change-out;
- up to 3 pieces of art may be displayed in each cycle;
- all art must be wired for hanging. Alligator hooks are not accepted;
- art must be limited to no more than 48 inches on the longest side;
- all art must be logged in and registered when coming into the gallery or leaving it;
- art may be replaced with a new piece in the event a piece is sold during the hanging cycle; We will not accept new art brought in after a hanging cycle begins unless permission has been secured by the hanging committee;
- only the hanging committee may hang art on the walls or windows;
- we will not accept art that is not for sale during our regular hanging cycles. Not for sale art may be displayed by the artist of the month or during a scheduled art show;
- all art must be accompanied by a tag (white triangle tag available through the gallery) which provides the artist number, name of the piece, medium used and sales price;
- a 25% commission is charged by the gallery for all front room art sales;
- art may be shipped to a seller at their expense;
- the gallery is not responsible for any loss or damage to art on display.

## **Back Room Display**

The gallery has a back room which is used for classes, workshops and demonstrations. It is also home to artists who rent a space on a monthly basis and wish to retail their art without paying the gallery's commissions. There is a waiting list for rental space. A member may put their name on the list. Full spaces are rented for \$30 per month. Half spaces are rented for \$15 a month. Any renter in arrears more than 6 months will be notified via written notice that their space must be vacated immediately or rent must be caught up and kept current.

## **Art Shows and Exhibits**

The gallery currently hosts two art shows a year in September and April. The September show is a fine arts show opened nationally to artists who are 2D artists in oil, acrylic, pastels, water color, fiber and the like. The April show is 3D art along with photography and digital art. Both shows offer ribbons and cash or gift certificates to 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winners. Recognition is also given to People's Choice and Honorable Mention awards. Members are encouraged to enter both shows. The art shows are available to public entries as well.

## **Featured Artist of the Month**

The gallery features an Artist of the Month where a member may showcase a body of their work. Any member may volunteer to have their work displayed for the month and should contact the Artist of the Month Coordinator. Art need not be for sale.

## **Demos, Classes and Workshops**

The gallery hosts demonstrations and workshops/classes. We are always looking for artists who want to share their art in a demonstration. Demonstrations are usually held on the fourth Thursday of the month at 11:00 a.m. A potluck luncheon follows the demonstration.

Workshops/classes are conducted by members and outside skilled artists on a regular basis. Classes may have a small fee for participation while some are free. Members may receive a 10% discount for class fees as well as a discount in materials offered for purchase at the gallery.

## **Hosting At the Gallery**

Gallery hosts are in short supply and is one of the most important contributions that can be provided by a member. A host is needed Tuesday through Saturday from 11:30 to 4:00. Hosts may sign up for a half day or a whole day. Training is provided for hosts which covers opening and closing procedures, cash handling, transaction records, and how to handle credit card and cash/check transactions on Square. We make every effort to help hosts become comfortable in hosting responsibilities. Hosting is an excellent way to meet new people and become an ambassador advocating for our gallery and art in the community. Contact the gallery for training opportunities tailored to your needs.

Please visit our website: [www.crescentharborgallery.com](http://www.crescentharborgallery.com) for more information about specific topics.