



ART GALLERY

S O C A L P A P A

Gallery Staff Information

Dress: Casual Business **There is NO PHONE** so bring your own. *Sitters are encouraged to open early and close late at their own discretion, although they must sit the minimum set hours.* Each show may have different hours.

Parking & Keys: There is 1 parking space in the Museum's underground garage for SOCALPAPA. The garage door is located in the back of the building with a down slopping driveway entrance. If the garage door is closed, quickly park & go up the wheelchair ramp to the left to the **Museum office (or main Museum on weekends) and ask for the gallery keys & garage opener.** After you get the keys go back and park in our space in the garage. The space has SOCALPAPA painted on the floor, it is in the back left corner, 2nd space from the wall.

Lock-up & Return the Keys & Opener at the end of your shift to the Museum Office (weekends - main museum). Don't be LATE, the museum closes on time!

*When leaving just do the REVERSE of entering, bring car up & park on driveway, close garage door behind you, run-up and return key.

Opening Duties: Dust, clean floors & windows, empty trash. There are cleaning supplies in the black box behind the desk. It contains: expandable handle dry & wet mop & duster, paper towels, spray cleaner...

Reminder Call: from the name and phone number off the calendar, **CALL and REMIND the NEXT SITTER** of their day to sit. If a problem arises call the back-up sitters to fill-in or at last resort the Show Director.

Lights: the gallery lighting has 4 wall switches with dimers. 2 by the door for the window wall sets of lights and 2 by the electrical box for the back wall sets of lights. All sets may be used during the day. Although each switch has a dimmer (nub goes up & down) if it's too bright or too hot. **Only 1 back wall switch stays on during Closed hours & evening (DIMMED).** See instructions inside electrical panel if needed. **CEILING FAN switch** is inside the electrical panel (raise part of back wall, behind painting). See Panel Instructions in this book. **Roof Swamp Coolers**, which can suck out hot air for a brief period of time, are the switches along side of the raise panel on back wall.

NHNM Member Discounts: The only allowable discount is the everyday 10% discount on framed paintings to all current \$100 Level NHNM Members. (5% from each; NHNM & artist commissions) The NHNM will verify this.

Bring a Painting to Sell: All sitters are encouraged to bring a framed painting to sell of your own. This painting will hang on the opened door grid with the permeant hook. Your painting, if sold, is to be processed the same as gallery procedures. Please take your painting home if not sold.

Bathroom: Down the hall next to the stairs to the museum office are the bathrooms.

SOCALPAPA & NHNM memberships, Artists Participation & W9 Forms are in the stand-up trays in 1st cabinet

Shipping Wrap: brown paper and strapping tape are inside the last cabinet

Alternate Paintings are inside the middle cabinets, take out in order (front is 1st)

Emergencies call 911. Call NHNM for sales & ladder (949) 775-8915.
Call back-up sitters if needed (see calendar). Call Show Director as last resort (see front show page)



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Sales Process

We accept Cash, Check (with ID's), Master Charge, Visa, American-Express

1. Call the NHNM office (949) 675-8915 and inform them you are processing a sale and ask for a ladder if needed.
2. Fill-out the Sales Slip (see example next page). Check that the writing goes thru all 4 NCR copies. NHNM will calculate the tax (8.75%) and finish processing the sale.
3. Lock the door, set back in a minute sign and walk the patron up to the NHNM to where it will be processed (office or main museum-weekends). Excuse yourself and return to the gallery. **RELEASE** the painting when the patron brings back their Patron **YELLOW** receipt copy. They should also give you the SOCALPAPA **GOLD** receipt copy.
4. Login in the sale on the Gallery Sales Record and place the SOCALPAPA **GOLD** Receipt in the plastic sleeve. The pink & white receipts stay with NHNM. The artist will receive their pink copy with a commission check.
5. Call the artist and inform them of their sale. Their phone number is on their Participation Form in this book. Also fill-in the **SOLD** date of their painting on this form. They may want the Patron information now to immediately send out a Thank You note.
6. Replace the sold painting with the 1st alternate painting in the middle cabinets. Take the Title/Price card off the back of the painting and place on the wall. Take out alternates in order, from front to back - 2nd cabinet to 4th cabinet. Notice how the paintings are hung by the hooks into their eyelets, not the wire. Use the ladder if needed!

Know Your Artists - *Sometimes just talking about the artist of the painting a patron is interested in will help make their decision to buy it. So read the artists Bios and familiarize yourself with their work on the walls.*