**PebbleCreek Quilters Club**
**Gallery Sales Coordinator**
**Job Description**

**Summary:** The Sales Coordinator will schedule, communicate and coordinate the production and submission of sales items in the Expressions Gallery, Quilt Club Window and during the annual Holiday Fest Sale.

**Coordinator/Committee Selection:** The Gallery Sales Coordinator and committee members will not be consignors during their term in this role to avoid any concerns regarding a conflict of interest.

**Scheduling:**
Develop an annual plan for gallery sales production based on the “Expressions Gallergy Consignor Intake Schedule” and “Expressions Gallery: Intenventory Intake and Removal Guidelines” (attached).

**Communication:**
- Submit the annual plan to the board for review and approval.
- Submit a monthly report to the board including:
    - Items Produced
    - Items Sold/Income

**Inventory Production/Maintenance**
- Items produced must be high quality. (Items produced in a class may be unsellable.)
- The coordinator may designate committee members to coordinate item production based on the schedule.
- Club members may donate items for gallery sales. The coordinator will have the final say regarding the use of donated items.
- Complete the “Intentory ITEMS ADDED” form (attached) for all items submitted to the gallery.
- Complete and attach a price tag to items noting “PCQ Club” as the consignor.
- Pick up unsold items within 3 days per gallery policy.
- Restock sold items on a weekly basis.
- Schedule production, tagging and sales or seasonal or other items at the Holiday Fest.

## EXPRESSIONS GALLERY CONSIGNOR INTAKE SCHEDULE FOR 2024
## **Non-Wall Art Only**

On the following listed "**Consignor Intake Dates**", PebbleCreek consignors may bring new items to the Gallery from 9am – 12pm, based on the Alpha order for the last name assigned to each intake day listed: Monday (A – H), Tuesday (I – Q) and Wednesday (R - Z). On the "**Restaging Dates**", all new items will be displayed and all items in the Gallery which are "**Timed Out**" per the Gallery guidelines will be removed from inventory. Please do not bring new items before or after the dates listed under the **Consignor Intake Dates** column, unless the consignor is replacing a sold item during the month.

Note:

1. Restaging of the non-wall art, will occur only during the specific dates listed below.
2. New non-wall art to be displayed will be accepted only during the intake dates & times.
3. All dates listed below are subject to change and the number of items accepted for intake will be subject to quantity and space limitations.
4. Consignors will be contacted to pick up "Timed Out Non-Wall Art" items. Consignors, or their representatives, are requested to do so within the 3 business days of being contacted.

| Month | Consigner Intake Dates | Restaging Date |
|---|---|---|
| **January** | Monday 1/8, Tuesday 1/9, Wednesday 1/10 | **January 11** |
| **February** | Monday 2/5, Tuesday 2/6, Wednesday 2/7 | **February 8** |
| **March** | Monday 3/4, Tuesday 3/5, Wednesday 3/6 | **March 7** |
| **April** | Monday 4/1, Tuesday 4/2, Wednesday 4/3 | **April 4** |
| **May** | Monday 5/6, Tuesday 5/7, Wednesday 5/8 | **May 9** |
| **June** | Monday 6/3, Tuesday 6/4, Wednesday 6/5 | **June 6** |
| **July** | Monday 7/15, Tuesday 7/16, Wednesday 7/17 | **July 18** |
| **August** | **No Restaging August 1 - 25** | **N/A** |
| **September** | Monday 8/26, Tuesday 8/27, Wednesday 8/28 | **August 29** |
| **October** | Monday, 9/30, Tuesday 10/1, Wednesday 10/2 | **October 3** |
| **November** | Monday 11/4, Tuesday 11/5, Wednesday 11/6 | **November 7** ***Holiday Display Windows Open November 7 OR 8 TBD*** |
| **December** | Monday 12/9, Tuesday 12/10, Wednesday 12/11 **Note: Restaging will consist of replacements for prior "Sold" items sold between 11/1 and 12/7. We will not be pulling "Timed Out" items from shelves this month.** | **December 7** ***[2024 HOLIDAY FEST tentatively scheduled for 12/7/2024]*** |

**Subject to change. Consignors will be notified via e-mail.

*12/12/23 FINAL*

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*12/12/23 FINAL*

## Inventory ITEMS ADDED (white paper)

First name _____ Last name _____ Date _____

| | Description | Qty | Price |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |

| | Description | Qty | Price |
|---|---|---|---|
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |
| 16 | | | |
| 17 | | | |
| 18 | | | |
| 19 | | | |
| 20 | | | |

# CONSIGNMENT AGREEMENT

**By signing this agreement, the artist/artisan ("Consignor") consigning item(s) to the Expressions Gallery ("Gallery") agrees to the following rules and conditions:**

- **Consignor must complete and sign a W-9 tax form before entering items into inventory.**
- **Consignor will receive a 1099 Income Report if income for year is $600 or more.**
- **Items submitted must have been created by the Consignor and must be for sale. The Consignor certifies that all copyright laws have been observed and that the work is original.**
- **Items for sale will be timed out. (See Inventory and Removal Guidelines). Item must be removed from display by the Consignor. If an item is consigned to the Gallery, it cannot be removed before the Time Out Date unless sold or by Gallery Management. If an item is removed by the Consignor, it cannot be redisplayed in the Gallery for a minimum of two months from date of removal.**
- **Gallery display changes will take place in accordance with the posted schedule. The posted schedule also includes windows of dates during which unsold Timed Out items may be picked up from the Gallery.**
- **When items sell, they may be replaced by the Consignor. Replacements for items sold should be of the same medium and approximate size as the item sold.**
- **Consignors will not rearrange Gallery displays; doing so will result in loss of Gallery display privileges for two months.**
- **If an item is not picked up within three months of Time Out Date, it becomes the property of the Gallery. The Gallery is not responsible for forwarding unsold Timed Out items to Consignors. The Consignor agrees to a Gallery commission rate on items sold, currently 21%.**
- **The Gallery assumes no liability for the loss, damage to, or destruction of any item consigned.**
- **Checks for consignment sales will be issued by Robson's Corporate Accounting during the month following the sales. Checks for consignment sales are void if not cashed within six months of issue date. After 90 days, Accounts Payable follows up on any uncleared checks.**
- **In case of an unresolved dispute between the Gallery and a Consignor, Gallery records take precedence over the consignor's personal records.**
- **Items consigned to the Gallery must be completely finished and ready to display. Items the Gallery Manager deems inappropriate to the venue will not be displayed.**

**Signature:** _____ **Date:** _____

**Name *(please print)*:** _____

**Address:** _____

**Phone number:** _____ **E-mail:** _____

**FOR OFFICE USE ONLY**

| | | |
|---|---|---|
| N/S: | _____ initials | _____ date |
| C/C: | _____ initials | _____ date |
| Excel List: | _____ initials | _____ date |
| Scanned: W-9 | _____ initials | _____ date |

**NOTES**

W-9 scanned to: _____

W-9 shredded: yes____ no____

Email updated: yes____date:___

Address Change sent to: _____ date:____

*revised 7/15/23*
*prs*