



The Carre

Gallery

VOLUNTEER MANUAL

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Hello!

Welcome and thank you for volunteering at the Carre Gallery.

This pack is here to help new volunteers acclimatise and learn a little more about how the gallery is run and also to serve as an aide-memoire for our longer serving team members. Hopefully, this guide will explain everything without overwhelming you too much; if it does feel a little daunting then there's always a management team member or a director knocking about who will be more than happy to help.

Most of the things that you need will be either on or in the desk – feel free to have a good rummage through the drawers to investigate!

The Day Book is for noting visitors by numbers and time as well as any observations or incidents; a cursory read through a few pages will give you the idea.

Please don't be afraid to engage with and talk to the visitors; we like to give an impression of friendliness and inclusivity, not to mention that it helps to boost sales which is no bad thing. Please feel free to hand out or to show any leaflets or other information that you think that they will interest them (the most likely of these being the “forthcoming exhibitions” flyer or the “Friends of the Gallery” scheme.

At the time of printing, we only accept payment by cash or cheque; we are exploring accepting card payments.

At the top of the stairs on the right is the kitchen in which you can help yourself to the supplies; if they're running low then feel free to ring the bell of the office next door and ask Richard or Pat to replenish them. The landing upstairs is where you will find the WC's too.

THE STAIRS ARE VERY STEEP SO PLEASE BE CAREFUL WHEN CLIMBING AND DESCENDING THEM.

Feel free to bring a book or other source of entertainment with you – we know that there are quiet times and so have no problem at all with this; there is also WiFi available if you wish to use it; the login details are in the day book.

The small, noisy white box opposite the desk is a dehumidifier. If it's whirring away then all is well with it – probably – but if it's silent then it likely needs emptying by pulling the water reservoir out from the front (carefully; it can be a bit splashy) and emptying it. That's usually done outside the front door. If you don't feel confident with this than feel free to contact a member of the management team or pop next door and ask for Richard or Pat to come and do it.

If the rooms feel too cold (or too hot) then there are thermostat controls on the radiator and an air conditioning unit in the Candlesbury Room.

Gallery Routine

Morning Volunteers

On arrival collect the keys from the key safe round the corner – the large key opens the front door and the small one is for the desk drawer.

Turn the sign to “open”

Open and prop the inside doors.

Switch on all of the lights and open the blinds.

Check the day book for any notes and ‘sign in’.

Check the dehumidifier.

At the end of your stint hand the keys to the afternoon volunteer or put them back in the key safe if necessary.

Afternoon Volunteers

Check the day book for any notes and ‘sign in’.

Check the de-humidifier.

Welcome visitors to the gallery and update the day book accordingly.

At 4pm, pull the blinds down in the back room.

Turn odd all of the lights.

Close the internal doors.

Lock the desk drawers.

Turn the sign to “closed”.

(Leave the green blinds open and the de-humidifier on).

Replace the keys in the key safe round the corner and shuffle the numbers to secure it.

Thank you for volunteering on behalf of the artists and from the Trustees.

Where Things Live

The Top Drawer

- The cash box
- The receipt book
- The office key

The Middle Drawer

- Paperwork
- Mixed exhibition forms
- "Back in five minutes" sign
- Scrap paper (not to be confused with paperwork)

Bottom Drawer

- Pens, pencils, scissors, Blu-tack, rulers and other useful bits
- Coasters
- Air freshener

Please make sure everything gets put back in its normal place - they're all in their correct places then.

The "Office"

- Bubble-wrap for wrapping purchased pictures if necessary.
- An PC for gallery admin.
- Snap-frames for whenever a snap-frame is needed.
- Miscellaneous items and ephemera that has migrated in there.

The Kitchen

- Tea and coffee making supplies, the kettle and mugs aplenty (please remember to wash up after yourself).
- Cleaning products
- The Board of Notification and Indemnity, including **Health and Safety notices**

The “Studio”

- Storage for paintings (mostly for the next or the previous exhibition)
- Hanging rods and hooks
- The boiler cupboard (also contains mops, hoovers and an unused racking system)
- Occasionally, a resident artist.

The Day Book

At the start of your stint please be sure to write your name, the date and the time in the day book as clearly as possible.

Please write down the visitor numbers with the time of the visitation and anything that you think might be useful (or just nice) to share – this is helpful for the Trustees but is also a chance for the artists to see some feedback too.

If any artists bring work for forthcoming exhibitions then make a note of the name of piece(s), the artist's name and the time of delivery with a brief description of the piece(s).

If you sell an item please also make a note of it here – date time, and price.

Any health and safety issues of which you become aware should be noted down in here too and please make Pat or Richard aware of these too at the earliest opportunity.

The Receipt Book

The receipt book's place is in the top drawer of the desk.

Whenever a transaction takes place please enter it in here with the card between the front page and foils and the rest of the book. Every exchange of money needs to be recorded here; we like 20th century record-keeping and see no need to change.

Please record the following information:

- Customer name
- Customer address
- Email and/or phone number
- Artist's name
- Title of the work
- Price and payment method (cash or cheque made payable to the Sleaford Gallery Arts Trust Limited) - if it is payment for a competition entry make a note here too
- Time and date
- Your signature

Please hand the top copy (white) to the customer, put the blue copy and the payment in to the cash box and leave the yellow foil in the receipt book.

Mixed Exhibition Forms

Generally, artists may enter up to three works in any given mixed exhibition at the Carre Gallery.

If they haven't already filled one out you will need to get them to fill out both white and yellow entry forms and you will need to fill out the receipt book (and make a note on the receipt that the payment is for entry fees.

The forms can be found in the yellow folder in the middle drawer. If these are running low please make a note in the day book that more need printing. Once completed the exhibitor keeps the yellow form and the white form should be filed in the green ring binder which lives in the middle drawer of the desk.

The entry fee is £5 per item up to a (usual) limit of three items (£15).

Sales of Unframed Prints and Art

Unframed, mounted prints and 2D art are exhibited in the print-holder display stand kept in the Bainton room.

The forms for sales are kept in the yellow folder in the middle drawer, along with the mixed exhibition forms.

The information that you need will be on the form.

Carre Gallery – Mixed Exhibitions

TERMS AND CONDITIONS

ARTWORK

All artwork must be for sale and presented ready for display with good quality fixings in place (including hanging wire where applicable). Please label artwork with artist's name, title of work, media and sale price.

GALLERY DISPLAY

The Gallery has an adjustable hanging system and does not permit works to be screwed or nailed to the walls.

ACCEPTANCE OF WORK

Submission of work does not guarantee selection for display. If work is not selected for exhibition the artist will be advised accordingly.

HANGING FEE AND SALE COMMISSION

An administration fee of £5 per work to be paid on delivery of the work to the gallery. On sale of work a commission of 25% will be deducted from the sale price with the balance paid to the artist.

VAT

The Sleaford Gallery Arts Trust Limited is not registered for VAT and all sales are exempt from VAT.

DISPLAY AND COLLECTION

Items will be displayed for a minimum of 14 days by selection at the gallery's discretion. Please note that if the work is not displayed in any particular exhibition this may be due to space limitations. If the work is not suitable for hanging in the gallery the artist will be advised accordingly.

The gallery will contact artists in respect of unsold/unapproved work to arrange collection. Gallery requests for collection may be made in writing, by telephone or by email. Please be aware that storage facilities are very limited so prompt collection would be appreciated.

INSURANCE

All exhibits are held and/or displayed at the exhibitor's own risk. Whilst all reasonable care will be exercised in handling exhibits the gallery cannot accept liability for loss or damage howsoever caused. Packaging may be supplied by the artist to provide protection in storage; please label any packaging accordingly.

REMOVAL OF WORK

Artists may remove their work at any time. When collecting work please be prepared to show identity to the invigilator if requested.

THANK YOU FOR CHOOSING TO EXHIBIT AT THE CARRE GALLERY

Carre Gallery

28/29 Carre Street, Sleaford, Lincolnshire, NG34 7TR
The Sleaford Gallery Arts Trust Ltd., Registered Charity No. 1134590.
Company registered in England No. 06580744

Carre Gallery

Open Exhibition Entry Form

Exhibition Title	
Fee per Entry	£

Artist Name			
Address			
Email			
Phone No.			
* I give consent to my details being passed on to prospective customers if required <input type="checkbox"/> yes <input type="checkbox"/> no			

Title of Work			
Medium		Sale Price	£
Date Deposited		Date Sold /Returned	

Title of Work			
Medium		Sale Price	£
Date Deposited		Date Sold /Returned	

Title of Work			
Medium		Sale Price	£
Date Deposited		Date Sold /Returned	

Title of Work			
Medium		Sale Price	£
Date Deposited		Date Sold /Returned	

Title of Work			
Medium		Sale Price	£
Date Deposited		Date Sold /Returned	

Notes:

- Each piece submitted will be charged at the appropriate entry fee
- Work must be ready for hanging/display
- Work will be rotated/displayed at the gallery's discretion for 14 days minimum
- Submission of work does not guarantee selection
- A commission of 25% will be charged on ALL sales
- Artists may remove their work at any time
- We endeavour to take good care of your work whilst it is in the gallery but cannot be held responsible for any damage howsoever caused

By signing this form you accept to comply with our terms and conditions – see overleaf

White Copy – Gallery
Yellow Copy – Exhibitor

Exhibitor's Signature	
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Gallery Information

General

The Carre Gallery is operated by the Sleaford Gallery Arts Trust Limited, a registered charity (reg. charity number 1134590).

The principal goal of the charity is the support and promotion of art from local artists and provides a dedicated space in which these artists can display their work. We believe that the venue also contributes significantly to the cultural life of Sleaford and the surrounding areas.

The gallery survives with income from bookings, commissions from sales and from donations. All monies received are spent on maintaining and promoting the gallery.

The volunteer daybook is an enduring record of gallery activities and a source of useful information.

Safety

Please ensure that children are supervised at all times and that there are no trailing wires or other obstructions on the floor. Any concerns in respect of safety are to be reported to Richard Hodgson (next door).

Security

Personal possessions should be kept out of sight, either in the cupboard under the stairs or in the kitchen. If leaving the desk area please lock the desk drawer and keep the keys in your possession.

'Housekeeping'

Please leave the gallery tidy and remember to wash up any crockery or utensils that you may have used.

The refuse bins are located at the end of the back car park – instructions for access are on the Board of Notification and Indemnity in the kitchen.

The gallery cleaning is done on an ad hoc basis by a contractor. If there are any issues or concerns please note them in the day book.

Further Information

Sales

A receipt must be issued noting the artist and the title of each work sold; the label on each exhibit contains the details for inclusion on the receipt.

Where possible include the name, address and email of the customer for the gallery mailing list.

Remember that the top copy (white) is for the customer and the blue copy is to go in the cash tin with the payment whilst the yellow copy is to remain in the book for auditing purposes.

Cards and Prints

Sales of cards and unframed prints (as well as mixed exhibition entry fees) also require a receipt to ensure that the correct artist is paid and that there is a clear paper trail for all transactions.

The receipt must clearly state the nature of the transaction, i.e., “card” / “unframed print”/ “mixed exhibition” etc.

Payment can only currently be accepted by cash or cheque.

Cheques should be made out to the **Sleaford Gallery Arts Trust Limited**.

For large denomination notes there is a note-checking pen in the cash box but if you are suspicious then please be confident in asking for different notes.

Friends of the Gallery

In order to ensure the gallery’s future and to provide both up-and-coming and established artists a platform for their work in a professional and affordable environment continued financial support is required. With this in mind we are encouraging visitors to become “Friends of the Gallery”. Membership of this scheme costs £12 per year and in return for their support Friends will receive invitations to the previews of exhibitions and competitions.

Mixed Exhibition Booking

A maximum of three entries can be submitted for mixed exhibitions. An entry fee of £5 is charged for each item entered and is payable upon delivery to the gallery; acceptance will be on submission of the booking form and payment of the fee in full.

Artist Bookings

These are currently made directly with the Sleaford Gallery Arts Trust. Booking forms are available from Pat Espin or Richard Hodgson (both of whom can be found next door at 28 Carre Street) or downloaded from the gallery website, www.carregallery.co.uk. The gallery hire fee is £110 per week. Exhibitions are usually of one or two weeks in duration but longer bookings may be considered depending on availability. The booking will be confirmed upon receipt of the booking fee in cleared funds. In addition to the hire fee a commission of 20% is payable on all sales.

Carre Gallery – Layout Plan

Main Room – Somersby

- Desk at an angle close to the meter cupboard.
- Office chair behind the desk
- Easel in the window to the right side (if facing outwards)
- Plinth in the opposite window for 3D exhibits
- Dehumidifier in the corner near the plinth
- Open / Closed sign on the door.

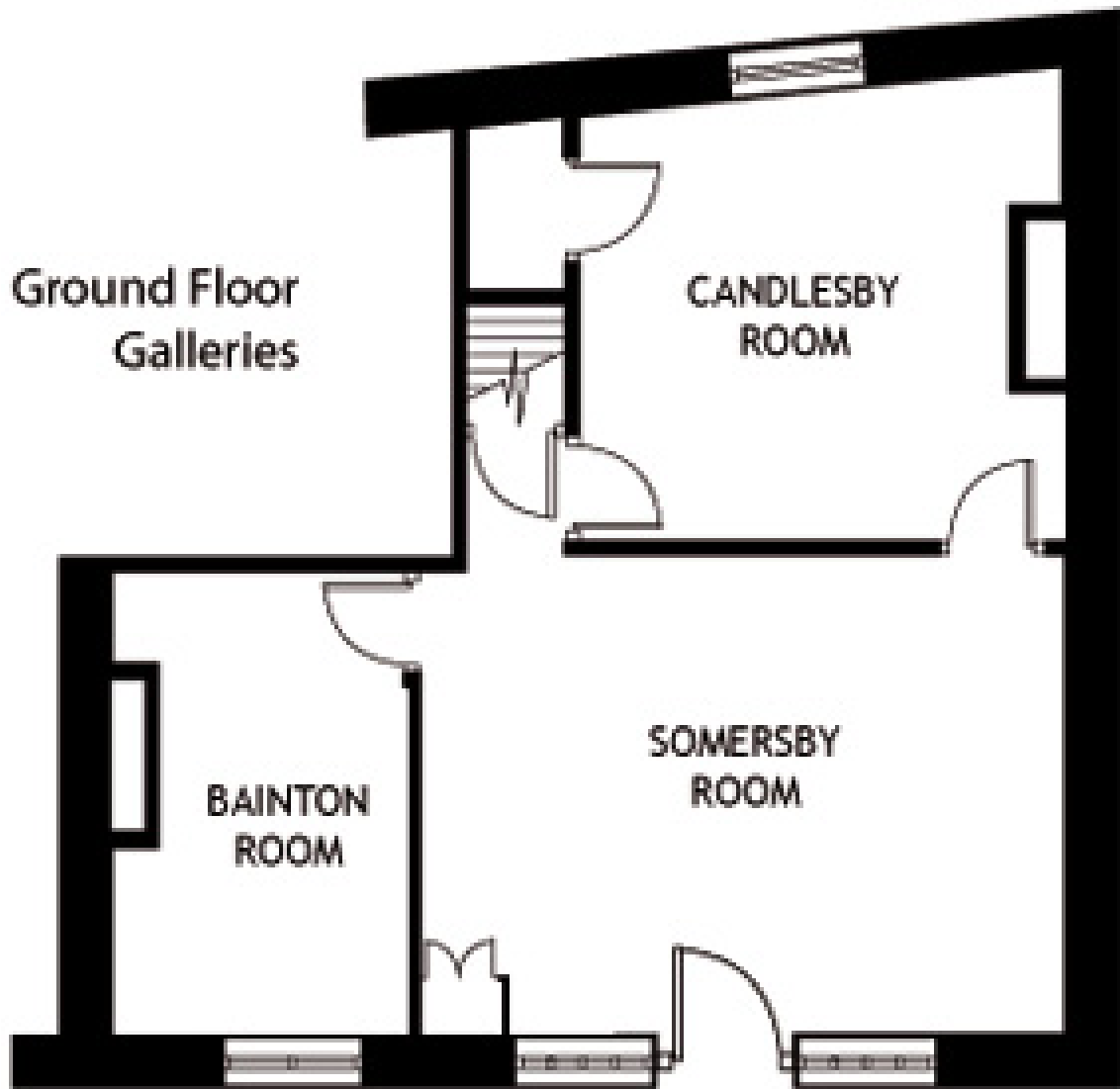
Small Front Room – Bainton

- Poster stand in the window to promote exhibitions
- Print-holder display near to the poster stand

Back Room – Candlesby

Cupboard Under the Stairs

- Hangers for volunteers' coats
- Space for volunteers' bags and valuables
- Spare chairs
- Stepladder



Storing Pictures

Pictures can be stored in the first-floor studio using the spaces allocated for this by the windows.

Be careful when carrying pictures up and down the stairs – they are **steep**. If you are concerned about doing this then please contact Richard Hodgson who is usually to be found next door at 28 Carre Street and is always happy to step away from his desk to help.

To mitigate the risk of damaging paintings when storing them please:

- Arrange in pairs or groups of similar sizes
- Place pictures face-to-face or back-to-back
- Stack the larger pictures closest to the walls
- Protect the labels by storing the pictures with the labels furthest from the ground
- Canvasses should be stored carefully with nothing resting on the canvas as the surfaces are easily damaged.

Carre Gallery Permanent Exhibits

SLEAFORD HERITAGE TRAIL (Somersby Room)

The Sleaford Heritage Trail was created to provide an insight into the history of some of Sleaford's older buildings and the people who lived and worked in them. QR codes and NFC chips embedded in the brass plaques attached to buildings on the trail and link to films of local actors portraying interesting characters from the town's past. The Sleaford Gallery Arts Trust was involved in development of the Trail.

Carre Gallery lies at the heart of the trail, hence the map and cards displayed in the corner of the Somersby room.

THE HISTORY OF 29 CARRE STREET (Bainton Room)

In the corner of the Bainton Room you will find a history of the property occupied by Carre Gallery. The building was saved from demolition by its present owners who are patrons of Carre Gallery. The origin of the building can, with a little imagination, be traced back to the demolition of Sleaford Castle in the mid-16th century. For over 100 years the building was a bakery and more recently was the founding office of Estate Computer Systems, now part of an international computer software business.

Conversion to a gallery took place in 2008 under the direction of the late Windham Hime.

THE SHANNON DISPLAY & MICKLETHWAITE PAPERS

Christopher John Micklethwaite (1941 – 2020), academic, collector and historian lectured and wrote extensively about Sleaford's most famous Edwardian artist, Charles Haslewood Shannon.

He was very much responsible for reminding Sleaford of its artistic heritage and an enthusiastic member and contributor to The Sleaford and District Civic Trust and The Sleaford Gallery Arts Trust.

Christopher Micklethwaite's Shannon records have been donated to us by his family and are a recent addition to the gallery. They are held in folders in the Candlesby Room and are available for study by visitors to the gallery but must not be removed from the premises.

During his lifetime Christopher extensively researched the history of Charles Shannon and his colleague, Charles Rickets. In the process he acquired a large collection of prints, correspondence and other ephemera relating to the artist and his friends; The Micklethwaite Papers.

These folios of documents are not intended as a personal history of Charles Shannon's life which is well documented elsewhere. They are a collation of the results of two decades of

diligent enquiry and investigation to trace the Shannon family history, Charles Shannon's work and his achievements.

The folios are not in chronological order. They are intended as source material for further research and have been donated by Christopher's family to The Sleaford Gallery Arts Trust where they are available for study by local artists and historians.

Volunteer Benefits

As a volunteer you will have access to several benefits. The first, and most likely foremost of these is access to our corporate membership of Historic Houses. The membership comes with two cards (each with their own guidebook) which grant free access to hundreds of Britain's iconic historic buildings and their gardens. These cards can be booked out via Pat or Richard in the office next door to the gallery or by emailing the gallery at info@carregallery.co.uk. There is no need to book both cards if there you are going solo of course. All that we ask is that you return the cards to the gallery or the office at your earliest opportunity so that other volunteers may enjoy this perk too.

As mentioned earlier in this document there are facilities for making hot and cold drinks in the kitchen upstairs. Should you want something that isn't there already, such as decaffeinated tea, then please let Pat or Richard know and we'll endeavour to have it in for the next time that you're sitting.

All of our volunteers will now be provided with a lanyard and a pin identifying themselves as a volunteer; whether or not you choose to wear it is at your discretion – it is by no means compulsory.

There is also WiFi available for those who wish to use it – the login details are in the day book.

Finally, we are pleased to be able to say that we hold a PPL/PRS license to play music in the gallery which means that you are free to use the stereo unit in the cupboard to play the radio or CD's, or if you wish you can stream music through your phone and/or speaker to provide some background ambience. We only ask that you choose music that is of broad appeal, is appropriate for the exhibition and that does not come with an advisory notice.

Finally, after you have sat as an invigilator for a dozen (or more) times then we will be happy to provide a reference for future employers should you require one.

