Dear Artist,

We are so pleased to have you be a part of AAN and we want to make sure you get the most out of being an Artist Member. This past year we have updated our website which now allows you, our artists, to have your very own artist profile. On this profile you can have an image of yourself, a biography, artist statement, weblinks, and of course your artwork. This is a great tool for you to utilize as it will allow patrons to find your work and learn more about you as an artist.

Along with the artists profiles we also now offer an online gallery for you to showcase your work in addition to our gallery located downtown. With our new online submissions form this makes participating in online shows a quick and easy process. We hope you take advantage of these new and exciting opportunities to expand and promote your artwork.

Gratefully,
Artists Association of Nantucket

In this handbook...
- GETTING TO KNOW YOUR ONLINE PROFILE
- ARTWORK UPLOAD
- ARTWORK PICK-UP AND DROP-OFF AT THE GALLERY
- ROLLOVER ARTWORK
- GALLERY ETIQUETTE
- IMPORTANT LINKS

Gallery Spaces

**VISUAL ARTS CENTER**
24 Amelia Drive
Nantucket, MA 02554
Telephone: 508 228 0722
Fax: 508 228 9700

**CECELIA JOYCE & SEWARD JOHNSON GALLERY**
19 Washington Street
Nantucket, MA 02554
Telephone: 508 228 0294
Fax: 508 228 9700

**THE BIG GALLERY**
Thomas Macy Warehouse
12 Straight Wharf
Nantucket, MA 02554
(For 2022 ONLY)

Gallery Staff

**PETER GREENHALGH**
Cecelia Joyce & Seward Johnson Gallery Manager
peter@nantucketarts.org

**GINGER ANDREWS**
Gallery Assistant

**ROBERT FRAZIER**
Artistic Director
bobby@nantucketarts.org

**NICCI AGUIAR**
Digital Arts and Technology Coordinator
nicci@nantucketarts.org
GETTING TO KNOW YOUR ONLINE PROFILE

To find the AAN Artist Member page on the website from the home page click the menu tab and click on “Meet Artist Members”. From there you can scroll down to view all of our artist members with online profiles. To view a profile click on the name or picture. As you will see, each profile has a space for a profile picture, artist biography, artist statement, website links, resumés/CVs, social media links, and artwork.

Artist Name

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Artist Statement

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your website link goes here

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To log-in and edit your profile use this link https://www.nantucketarts.org/panel/login. Here is where you can edit your artist statement, biography, profile picture, etc. Make sure you click “SAVE” after adding or making changes. If you have not activated your online profile contact Nicci at nicci@nantucketarts.org. Trouble logging in? Contact the AAN (508-228-0722).

ARTWORK
Artwork here is featured only on the AAN Artists Member main page.

To add artwork to your profile you must use the Upload Artwork form. You can find the link here.
ARTWORK UPLOAD

To upload artwork either on your profile page or for upcoming gallery shows use this link https://www.nantucketarts.org/upload-art
The login here is the same as your artist profile login.
All work submitted for the online gallery will automatically be uploaded to your profile page. ***Please note. You must activate your profile before you can upload art to online shows. If you upload to your Profile Page you must inform our gallery staff so we can activate it.***

This form is used for both in-person gallery shows and for online shows featured on our website. ***Please note. If you do not wish to use the online submission form for in-person shows you can still fill out a physical form at the gallery on drop-off days***

If you sell a piece online Peter Greenhalgh will contact you to coordinate shipping your artwork.

MAKE SURE YOUR NAME MATCHES THE ONE ON YOUR PROFILE

SPECIFY FOR EITHER IN-PERSON OR ONLINE GALLERY SHOW

CHOOSE THE EXHIBITION YOU ARE SUBMITTING TO
Here you can also submit work to your Profile Page.

ONLY REQUIRED FOR ONLINE GALLERY SUBMISSIONS

ARTWORK ATTRIBUTES ARE SEARCH FILTERS FOR ONLINE SHOPPERS. These are extremely helpful for online submissions and make it easier for shoppers to find certain pieces. These are not required for in-person gallery shows.
ARTWORK PICK-UP AND DROP-OFF AT THE GALLERY
When dropping-off or picking-up artwork please fill out the Drop-Off / Pick-Up form. This is so that we can keep track of your artwork. Every piece of artwork that goes into the gallery needs an inventory tag on the back with the artwork information. These are available at the gallery.

Drop-Off
On drop-off days at the gallery please have your artwork already submitted through the online form or fill out the form in person while you drop-off your artwork.

Pick-Up
When picking up your artwork you must fill out the Drop-Off / Pick-Up Form.

ROLL OVER ARTWORK
This is if you have artwork that didn't sell in a show and would like to put it in another.

Once a piece is submitted through the online form you do not need to submit it again. Just email our gallery staff to let them know you would like the piece to go into the upcoming show. This goes for in-person and online gallery shows. You will still have to drop-off and pick-up your work for gallery shows. If there are any changes to the piece, such as the price, please inform our gallery staff so they can update the information.

GALLERY ETIQUETTE
• Artwork featured on the online gallery CANNOT simultaneously be in the in-person gallery.
• Artwork featured on the online gallery MUST be set aside for the duration of the show.
• Follow the gallery-ready 3Ws of Wired, Wet, Width: work needs a hanging wire or alligator clip; needs to be dry not wet; wrapped canvases must be at least 1.5” deep with finished edges.

IMPORTANT LINKS
Website – https://www.nantucketarts.org/
Artist Profile Log-In – https://www.nantucketarts.org/panel/login
Upload Artwork – https://www.nantucketarts.org/upload-art