



artist member handbook

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...

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- **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.



DONATE

[AAN ARTIST MEMBERS](#)



PROFILE PICTURE

BIOGRAPHY

ARTIST STATEMENT

WEBLINK

SOCIAL MEDIA

ARTWORK

Artist Name


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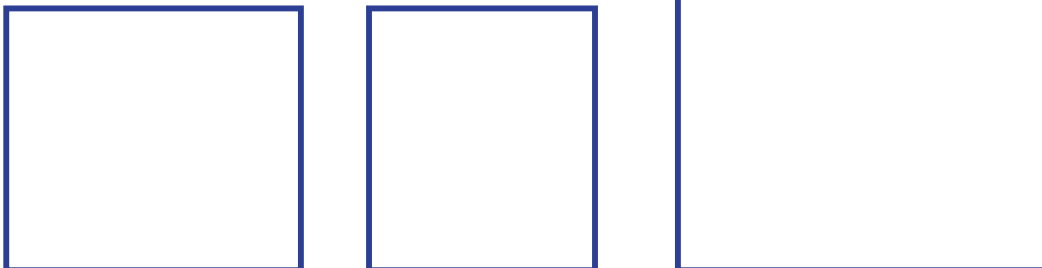
Artist Statement

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[your website link goes here](#)






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).

☰

Your account

🔍



Email:
Role: Artist
Language: en

ACCOUNT INFO

Artist Name

⚙️ Settings

Welcome!

- Add or edit your artist profile here at anytime by logging into [nantucketarts.org/panel](https://www.nantucketarts.org/panel) (click Ok on any "you are not allowed" messages).
- Remember to save your edits by pressing "Save" in the orange bar when you make a change! Otherwise, changes will not show.
- When you're ready, [upload your artwork](#).

BIOGRAPHY

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ARTIST STATEMENT

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CHANGE SETTINGS
(Email, Password, and Artist Name)

Artist Life Member?

☐ no

Representative Artwork

- Image should be less than 6mb
- Please crop background out of the image

Profile Headshot Photo

image should be less than 6mb

Website

must include http:// or https://

CVs

No files selected yet

PDF only

Add

Instagram

https://www.instagram.com/...

must include http:// or https://

Facebook

https://www.facebook.com/...

must include http:// or https://

Upload Artwork

Head over to [the online form](#) to upload your work.

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.

aan

Fields marked with an asterisk are required.

Your Name* **Artwork Title***

Your account name to which the art will be attributed. Edit in your profile area if needed. Required.

Price* ☒ Online Store (website only) ☐ Gallery (in-person/point-of-sale shows only)

Do not include the \$. Required. Required.

Height (in)* **Width (in)*** **Depth (in)**

Description/Medium*

250 characters max. Required.

Exhibition*

Select upcoming exhibition where your work will be displayed. Once approved, artwork will also show on your artist profile page. Required.

Pictures of Artwork*

Choose File No file chosen.

ADD ANOTHER IMAGE

Images should be JPG, and no larger than 6mb. You can upload up to 2 files. Art displays best here frameless in the first image, then with frame in the second. Required.

Artwork Attributes

Style <ul style="list-style-type: none"><input type="checkbox"/> Realism<input type="checkbox"/> Abstract<input type="checkbox"/> Conceptual<input type="checkbox"/> Photography<input type="checkbox"/> Impressionism<input type="checkbox"/> Surrealism<input type="checkbox"/> Prints (Print Shop)	Subject <ul style="list-style-type: none"><input type="checkbox"/> Landscape<input type="checkbox"/> Seascape<input type="checkbox"/> Town/Landmarks<input type="checkbox"/> Interiors/Still Life<input type="checkbox"/> Abstract	Medium <ul style="list-style-type: none"><input type="checkbox"/> Oil<input type="checkbox"/> Watercolor<input type="checkbox"/> Acrylic<input type="checkbox"/> Photography<input type="checkbox"/> Ceramics<input type="checkbox"/> Jewelry<input type="checkbox"/> Sculpture/3D<input type="checkbox"/> Pen/Ink/Pencil<input type="checkbox"/> Encaustic<input type="checkbox"/> Fiber Art<input type="checkbox"/> Mixed Media<input type="checkbox"/> Collage<input type="checkbox"/> Fine Art Printmaking	Size <ul style="list-style-type: none"><input type="checkbox"/> Small (4x4 to 11x14)<input type="checkbox"/> Medium (12x16 to 18x24)<input type="checkbox"/> Large (20x24 to 30x36)<input type="checkbox"/> Extra Large (36x36 or larger)	Color <ul style="list-style-type: none"><input type="checkbox"/> Warm Tones<input type="checkbox"/> Cool Tones<input type="checkbox"/> Bright Tones<input type="checkbox"/> Black & White<input type="checkbox"/> Muted Tones<input type="checkbox"/> Monochromatic	Pricing <ul style="list-style-type: none"><input type="checkbox"/> Under \$50<input type="checkbox"/> \$50-\$500<input type="checkbox"/> \$500-\$1,000<input type="checkbox"/> \$1,000-\$5,000<input type="checkbox"/> \$5,000-\$10,000<input type="checkbox"/> \$10,000-\$50,000<input type="checkbox"/> \$50,000+
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SUBMIT

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>