Updated 5/2025

Artisans of Mancos FAQs

How do I pay my monthly dues?
Dues for the next month are due by the 25th of the current month, (i.e., August rent is due by July 25th) as per the Guidelines. Check to be made out to Artisans of Mancos. If you pay by cash, put it in an envelope marked with your name and the month you are paying. Include month on your check in memo area. Put your check in the "Membership Dues" binder. It's important that dues are paid on time, as dues are the only income the co-op has, and artists' sales, rent, phone, bookkeeper, etc. need to be paid early next month.

How often do I work at the coop?
As per the Membership Agreement, you are expected to work approximately one shift per week. Depending on the number of members, you may have a week off some months. If you do not have a week off, you must work a shift, as assigned by the scheduler, or trade with another member. Shifts are 9am to 1pm and 1pm to 5 pm.

How do I know when I have a week off?
The scheduler calculates how many members have the week off and will email the schedule out. You may also look at the calendar board to find out your shifts.

What if I can't work my shift? If you can't work your assigned shift, trade with another member. It's easy to do a trade. Most members can trade their shifts to make this work for you. It is best to send out an email asking for a shift trade – (with plenty of notice). When you work out your trade, call the gallery and have the schedule board updated. Also send out an email saying your shift is covered. If you don't get an email response, try calling people who are working shifts around the time of your shift. They might be able to trade. <u>You must work your shift if you cannot find a trade. Closing the gallery is not an option</u>. If you are at the gallery working and have an emergency, call other members till you find one that can come in and cover for you.

What are my responsibilities as a member?
Besides fulfilling your shift and paying your monthly dues, it is up to each member to keep the co-op clean, participate in special events, take on projects, and serve as an officer or on a committee. Just doing your shifts & paying dues is only part of what makes this co-op run successfully. Keep your display neat, full of merchandise, and have professional looking tags (no post-it notes with prices).

When are co-op meetings?
Meetings are the second Monday of every month, at 5:30 pm in the Mancos public library conference room. You are expected to attend these meetings.

How do we communicate between meetings?
On each shift we sign in on the Daily Co-op Log in the Guidelines and Operations binder. Each member must read all communications written since his/her previous shift.

Probation period: New members enter as "provisional" until the probation period is done. The probation period is three months. The membership votes at that time on your change from provisional to invested member.

Member mentor: You will be assigned a mentor who will teach you the processes and protocols of the gallery.

Can I sell art I didn't declare when being voted in to the gallery? Six months from when you become a member you may submit a "Request for New Art" application and then present your new work at the next meeting. Members are also allowed to sell work not in their approved medium during the holidays.