



MEMBERS HANDBOOK

REVISED January 2019

Zoom Arts is a primarily self-funded collective of creative people who regularly hold exhibitions. We aim to hold two free public exhibitions a year at a central and notable location, one of which is themed and the other is a open exhibition. The works are on sale to the general public and all profit goes to the artist with no commission payable to Zoom.

We also hold a charity event each year voted upon by members. In 2015 we supported the Cystic Fibrosis Trust and made a generous donation through an auction of art work. In 2016 in our own gallery space we supported the RNLI with an art sale and nautical theme. Thanks to the generosity of some of our members for donating their work and time, a healthy donation was made to the local branch. In 2018 a coat drop was organised which had incredible support. Clothes donated were handed to the Seaview Project for the homeless. Other charities we have supported include Hastings Supports Refugees

We have a gallery space at Warrior Square station for member use and low income, art based community hire.

We also hold workshops in the gallery space, run by our members.

Zoom Trustees

Chair (& life patron); Robert Maxted
Treasurer; Steven Kilmartin
Secretary; Kim Hall
Trustee; Marian Child
Trustee; Helen O'Leary

Important information

Group telephone number; 07954 420515
Facebook.com/ZoomArts1066 – Public Page
Facebook.com/ZoomArts1066MembersOnlyClosed Group – members only
email; Zoomarts1066@gmail.com
Instagram handle; @zoomarts1066
Website; www.zoomarts.co.uk

A copy of this handbook is available as a printed version on request, and will otherwise be found online in our Facebook members group or a pdf can be emailed to you.

There will also be a copy on file at each meeting.

Meetings

Currently the group meets monthly at: Southwater Area Centre, Stainsby Street, St Leonards, on the second Saturday of each month at 1200.

Members are expected to attend and participate in as many meetings as possible since the group depends on the interaction of its members, but as a minimum 1 meeting in 3.

Subscriptions & Finance

Subscriptions to the group are currently based on £5 monthly or payment in advance. Members are expected to have contributed to at least THREE months membership and payments before entering a Group exhibition or booking and using of the gallery space for individual exhibitions. Hardship arrangements can be agreed in discussion with the treasurer.

Payment can be made monthly by cash, or directly to the Zoom bank account with these details; sort code 30-97-66, account number 03090701, Lloyds bank. Please advise the treasurer if you wish to pay this way so that the relevant form can be completed.

Additional costs are agreed by the group and may be financed through separate contributions. Where applicable the group will apply for funding to assist it in exhibiting the work of the group.

Commitments

A simple commitment is required from each member that they will continue to create work whilst a member of the group. No restrictions on medium or style of work are imposed. Furthermore members are requested to assist with group exhibitions in particular invigilating / stewarding.

Some additional, more detailed rules have been created over work to be submitted to “group and themed” exhibitions and these can be seen in this handbook.

This handbook also covers acceptable standards regarding, framing and mounting conventions where applicable.

Default of membership – this must be agreed by a minimum of three Trustees

Membership may be removed after THREE consecutive months meeting absence from any members without due cause.

Membership may be removed for members who contravene our equal opportunities policy

Members may be removed if expectations for quality of presentation of work are consistently not achieved.

Members will be removed if they are responsible for defamation of Zoom Arts or its members.

Members may be removed for inappropriate behaviour that may impact on the Zoom Arts Group professional reputation.

Mentoring Scheme

This is a scheme developed by Zoom Arts to support members of the Group. Mentors volunteer themselves and will be the first point of call for queries regarding their work, the group, or exhibiting. Mentors then offer advice to the member and ensure that they understand expectations, and ensure any questions are answered to the best of their knowledge. There is a unit in the Facebook members group where the mentors are listed and contactable.

Anyone who wishes to volunteer as a mentor or would like mentoring please apply through the mentoring section of the Facebook Members group.

ZOOM Arts and Equal Opportunities – revised January 2019

Policy Statement

Whilst Zoom Arts is aware that discriminatory practices exist, the membership of Zoom Arts is totally opposed to discrimination on any grounds whatsoever, be it race, gender, sex, age, religion, politics or concerning mental or physical health or impairment.

Through our work as Zoom Arts we will endeavour to eliminate and tackle discrimination and raise awareness of discriminatory practice as much as possible.

Disputes between members must not be aired in a public domain or social media platform.

The committee reserves the right to remove any Facebook (or otherwise) post or comment that is deemed to be unsuitable for Group or public exposure or antagonistic in nature.

We will do this by:

- Ensuring that all of our members are aware of this policy and have a copy as part of membership.
- To provide equal access for all members in terms of access to exhibiting or participating in workshops
- To encourage members to produce work of diversity and to challenge through the work issues of discrimination where appropriate

Responsibilities

- It is the responsibility of the Trustees of Zoom Arts to ensure that every member is aware of this policy and its implications and to review this policy on an annual basis prior to the AGM.
- It is the responsibility of every member of Zoom Arts to ensure that they adhere to this policy at all times.

Arrangements

- A copy of this policy will be made available to each member of Zoom Arts, and the Secretary, on behalf of the group as a whole, will hold a copy. There will also be an online copy in the Facebook Members Group.
- Any future changes or amendments to this policy will be fully discussed and ratified at a members meeting and changes and decisions made will be communicated to each member through the issuing of the minutes of the meeting and a revised dated policy document.
- Any member of Zoom Arts who feel that they have been discriminated against should make a complaint, preferably in writing to the Chairman or other Trustee. The complaint will then be heard and investigated by the Chair or other Trustee and at least two other members who have not been involved in the situation.
- Any member of Zoom Arts who is found to be in breach of this policy will be asked for an explanation; in the event of an unsatisfactory response or a repeated breach, the member will have her/his membership revoked.

ZOOM Arts Exhibition Rules, Standards and Guidance – revised Jan 2019

Zoom Arts will strive to achieve regular exhibitions and slots for exhibiting throughout Hastings and its environs for all Zoom Arts Members. As these will all be public venues it is important that Zoom Arts sets acceptable professional standards that will reflect well on the group and the work we show. In achieving this Zoom Arts will adopt certain standards, issue rules and guidance to assist members in achieving a high standard of professional work and in presenting work professionally.

We will do this by establishing the following rules

- For every major group exhibition a Hanging Group may be appointed.
- The Hanging Group will satisfy themselves that all work submitted complies with rules and standards set and agreed by the group.
- That any theme or themes adopted for the exhibition will be properly represented in the work submitted.
- That the standard of work submitted is of a satisfactory nature in its execution, style and content.
- Frames where appropriate should be made of wood and finished in black or white. This applies mostly to photographic work and we acknowledge that for other work this framing may not be deemed appropriate. Please speak to one of the Committee for clarification. For relatively lightweight work, mirror plate fixings should be used and attached on either side of the frame at just above half way. Heavier artwork may require further fixings. Please seek advice if you are unsure of the venue requirements.

Hanging requirements for strings to the rear of work.

- Eyelets must be screwed into the frame at least 4” from the top of the frame and string secured tightly. If you have any questions, please ask prior to hanging

Please note that as venues are booked, some may have differing hanging requirements. It is important that you are aware of the system in place and are prepared for the exhibition.

The Hanging Group will take responsibility for the arrangement of work within the allocated exhibition space.

Any work deemed not to meet the standards expected by the group will be discussed with the artist/photographer and reasons given why this work will not be exhibited.

Setting the following standards;

- All members are expected to progress, over time, in the development and execution of the work submitted to Zoom Arts for exhibition.
- As not all members share common understandings, experiences and disciplines it is important that some objective criticism is available to all at an appropriate level in order to aid development.

Insurance

Zoom Arts holds its own £10,000,000 Public Liability Insurance but please note that this does not cover your own work. If you feel this is necessary, this must be arranged individually.

Labels

Zoom Arts will prepare and print all labels and the Hanging Group will arrange to have these mounted correctly. The information required for each label is;

Name:

Title:

Medium used:

Price:

Artist contact details:

Artist Statements

Although not compulsory it is felt that an artist statement is an excellent way of introducing yourself and discussing your art. We encourage you to consider writing one of these to accompany your work at the exhibition.

Invigilation / stewarding rota – for Group Exhibitions

This is usually sent round a week or two before the exhibition and members are expected to contribute to this as part of their membership. This role simply means supervising the exhibition, and answering any queries customers may have, including regarding the work on display and /or any membership questions.

During the Exhibition

There is a box file that contains the necessary information for each exhibition, together with a receipt book that requires completion should any work sell.

Members are actively invited to bring along any postcards / greeting cards etc, that they may wish to sell. These can be placed in the card rack.

A cash box is also available with a small float.

Payment for goods **MUST** be recorded and the income from this distributed and signed for at the end of the exhibition.

The committee would like Zoom members to wear lanyards when at the exhibition; for ease of recognition to the public. These will be arranged and available prior to each exhibition.

Other venues

Zoom Arts also have excellent relationships with other venues in town who may offer us hanging space. Members will be made aware of these, and will be offered the chance (rota based) to exhibit at no further cost to them. Please note that it will be up to the individual to arrange with the venue to hang / take down / make good at their mutual convenience. It will also be up to the individual to ascertain whether any commission will be payable to the venue.

Warrior Square Station Gallery – members own exhibitions

Essentially this section refers to members' own exhibitions although there are some **Exhibition Rules, Standards and Guidance** that we request are adhered to.

- Members must have agreed and booked dates with the Secretary. The hire week runs from Sunday to Saturday with Sunday being the changeover day.
- Members must also have been Zoom members and paid for the requested time (3 months) in order to have the use of the space.
- The members will satisfy themselves that all work submitted complies with rules and standards set and agreed by the group (such as appropriateness of content)
- Members will label their work accordingly however please note that prices **MUST NOT** be shown on these labels as this contravenes our tenancy agreement. A price list is permitted to be held by the invigilator.
- Members will remain professional whilst using the gallery space and particularly with any Railway staff as they are representing Zoom Arts as a Group.
- Users of the gallery will respect all fixtures / fittings and contents and replace or seek advice for any breakages. Membership may be revoked if significant damage is incurred.

For individual exhibitions Zoom Arts Members will be responsible for preparing and printing all labels and / or leaflets.

You will be responsible for any advertising for your own exhibition. Any coverage in local newspapers you are politely requested to mention Zoom Arts.

You will be responsible for holding the keys to the gallery and it's security. Loss of this key will incur charges in order to replace the locks on the gallery door.

Please hang your work considerately and safely with public safety in mind. Mirror plate fixings are required for framed work.

Invigilating / stewarding must be sourced and arranged yourself and ideally two people at a time; this is an advisory from the National Rail and part of the terms of our lease. We appreciate this may not be possible however, and therefore if you / your representative will be working on their own, we ask that due care and diligence is maintained.

At the end of your exhibition, you are responsible for making good the walls; this includes filling any holes, and repainting as necessary.

Zoom Arts website.

www.zoomarts.co.uk

Each member of Zoom is entitled to their own page on the website to use as they see fit. Some members use it for their artist statements, while some others use it to redirect to their own website. As this is often a landing page for any interested parties, it is important that it remains up to date and active.

Should you have work you would like to appear on the website, please speak to Steven Kilmartin for specific requirements.

ZOOM Arts - Health and Safety Policy – revised January 2019

Zoom Arts does not employ staff and as such is exempt from The Health and Safety at Work Act 1974. It does however hold a duty of care for the health and safety of its members whilst carrying out the activities and responsibilities of Zoom Arts.

Our Policy

- To identify, assess and control the risks to the health and safety of our members whilst engaged in Zoom Arts activities.
- To identify, assess and control risks to the health and safety of all visitors to Zoom Arts exhibitions and workshops for the duration of the activity.
- To ensure that all venues at which Zoom is exhibiting or offering workshops have Health and Safety policies in place and to ensure that the designated Health and Safety Trustee of Zoom Arts is aware of the arrangements for Health and Safety in each venue and is content with the level of risk to Zoom Arts members and the public.

Responsibilities

- It is the responsibility of the Trustees of Zoom Arts to ensure that every member is aware of this policy and its implications and to review this policy on an annual basis.
- It is the responsibility of every member of Zoom Arts to ensure that they adhere to this policy at all times.

Arrangements

- A copy of this policy will be made available to each member of Zoom Arts and the Secretary, on behalf of the group as a whole, will hold a copy.
- Any future changes or amendments to this policy will be fully discussed and ratified at a members meeting and changes and decisions made will be communicated to each member through the issuing of the minutes of the meeting and a revised dated policy document.
- The Chairman and Trustees will ensure the appointment of a designated Health and Safety Officer
- The Health and Safety Officer will assess the arrangements at any venue used by Zoom Arts for meetings or exhibitions and make her/himself aware of any safety issues pertaining to the particular venue, for example tools and equipment, fire regulations and emergency exits and building evacuation instructions.
- The Health and Safety Officer will ensure that an Accident and Incident book is on hand at every meeting, exhibition or workshop and that First Aid provision is at hand either provided by the venue or by Zoom Arts.
- A Health and Safety document risk assessment is held permanently at the gallery space and we ask that every member familiarises themselves with it. This has been approved by Hastings Borough Council, who have a copy.

