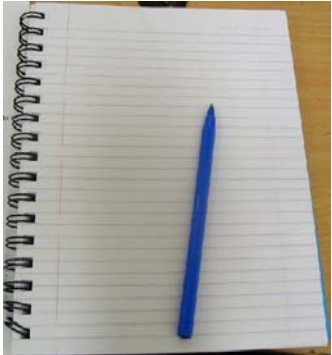



Studio: Distribute art materials to artists. How to get art materials ready for artists to use in the art centre.

EQUIPMENT: What you will need

 <p>Note book and pen</p>	 <p>Calculator</p>	<p>Artist to BUY materials Or Artist is GIVEN materials</p> <p>Policy for providing art materials</p>
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SAFETY: How to stay safe

Be careful with art materials.

Ask someone to help you lift heavy things.

Do not breath dust or fumes.

Wash your hands after you have been sorting materials.

No food or drink near the art materials.

GLOSSARY: Words you need to understand

Obliged: When an art centre provides materials, workroom and business for artists, then the artists are obliged to sell their artworks through their art centre, not on the side. It is a duty which is owed because of something given.

Bulk buying Buy a large number of one thing, or a lot of items from one place. This should make the prices for the individual items cheaper.

Book up

The amount that an artist or other person will owe to an art centre, usually because they have been given materials or money ahead of their payment.

Distributing art materials

Sell materials to an artist

If your art centre **sells** art materials up front to the artist, you need to be able to tell the artists how much it will cost them to buy.

- Write a list of the materials the artist wants.
- Use the artist's price list. Write down how much for each thing on your list.
- Count how many things of each sort are on the list.
- Work out the cost for the artist on your calculator.

Artist Materials Order form				
Name:	Kaylee Mulga			
Item		Unit cost	Number	Cost
Paints		\$1.50	10	\$15
Brushes		\$2	2	\$4.00
Bottles and Nibs		\$5.00	5	\$25.00
			Total	\$44.00

Use this number formula on the calculator:

\$Cost per thing X Number of things = \$ cost of items .

Add all the different \$ items together = \$ Total amount Artist Pays

Provide materials to an artist

If your art centre **gives** the artist the art materials to make an artwork:

- The artist is **obliged** to bring the finished artwork back to the art centre.

When the art centre sells the artwork the money is used to:

- Run the Art Centre
- Pay Government Tax (**GST**)
- Pay the Artist
- Pay for the Art Materials.

There are other things too, like travelling, sending work to exhibitions, advertising artists, running computers and internet.

Prepare materials to distribute

Get the bulk materials ready for the artist to use:

- Take materials from the bulk packages.
- Store them safely in the studio for artists.



Measure out amounts for individuals

Make some materials available for each artist to have their own.



Organise materials

Prepare the art centre materials so that you can:

- Get things for artists as they need them.
- Not waste materials.
- Not have to lift heavy things up on your own.
- See how much is left of the art centre bulk materials.



Store bulk materials



Storage of Bulk Materials.



Keep materials stored well so that they are:



- Clean and fresh for artists to use.
- Dry and safe from damage, waste, dust, termites, water, children, dogs and cats.
- Clearly labeled and easy to find.

TIPS: Use stock list

Start with a copy of your stock-taking list and get into the habit of checking bulk materials regularly. Depending on how busy your art centre is, you might need to do this every week, each two weeks, or only once every two months.

- Add new products to your list as they are purchased.
- Create a file which keeps all the brochures, addresses, order forms and policy for ordering from each of your suppliers.
- Shop around on the internet and find new products or better prices.

Ordering materials

- Collect Catalogues for the art centre from different art suppliers. Save invitations from galleries.
- Subscribe to an art magazine.
- Keep putting the Art centre onto mailing lists from arts organisations.
- Obtain freight price lists from Australia Post and other freight companies.

If you have lots of this information at your art centre you should be able to compare prices and materials and keep up to date with new materials to try out.

Artists need to try new things

Give the artists at your art centre the opportunity to try new and different mediums, materials and art forms. It will inspire new ideas and new ways of doing things. It is important to help artists if they are getting “stale” (sick of doing things the same way).

You can create opportunities for yourselves: going bush, working with kids, doing public art in the community – say the clinic or the shops. Also, attend openings and art gallery exhibitions when possible.

You can talk to a trainer about visiting your art centre to run workshops.

An RTO (Registered Training Organisations) can also offer you formal training.