

## APPLICATION FOR INDIVIDUAL MEMBERSHIP

Send your application either by post or email. Don't forget to include copies of diplomas or other documents relevant to your application. **Incomplete applications will not be considered and will delay the process.**

If you are approved for membership you will be notified by email and will receive an invoice; your membership starts once the invoice is paid.

By applying for membership you accept the terms and conditions listed on page 4.

NAME

PHONE

BIRTHDAY\* (E.G. 1978.01.05)

EMAIL

NATIONALITY\* (IF OTHER THAN SWEDISH)

HOMEPAGE

GENDER\*

MALE

FEMALE

POSTAL ADDRESS

\* Information occasionally required by our public grant givers

HOW MANY HOURS DO YOU EXPECT TO WORK?

MINI: 900KR / YEAR • 75 HOURS JAN-DEC

MIDI: 2000KR / YEAR • 200 HOURS JAN-DEC

MAXI: 5000KR / YEAR • UNLIMITED JAN-DEC

## WHICH WORKSHOPS ARE YOU APPLYING TO?

ANODIZING ALUMINIUM

SCREENPRINT ON PAPER

BOOKPRINT / RISO

TEXTILE PATINA

CASTING / BRONZE

TEXTILE PRINT

CERAMICS

TUFTING

COPPER GRAPHICS / INTAGLIO

VINYL CUTTER

ELECTRONICS

WOODWORK

ENAMEL

GLASS

ARTIST STUDIO

LASERCUTTER

LITHOGRAPHY

METAL

PHOTO STUDIO

PHOTO DARKROOM (EVAL. BY GB)

*Keep in mind that the more workshops you're applying to, the longer it'll take to process your application since every shop admin has to evaluate it. It's recommended that you only apply to those shops where you have documented experience.*

## EVALUATION CRITERIA FOR MEMBERSHIP

*You can either be approved based on your studies - for example 3 years higher art education - or on professional merits such as exhibitions, commissions, publications, grants, etc.*

### 1. WHAT ARE YOU ACADEMIC (ARTISTIC) QUALIFICATIONS?

Write the number of years if you were studying full time, otherwise write hours or credits. If you have finished a 3 year fine art education, proof of that is enough—otherwise, include all relevant education. **Don't forget to include copies of verifications.**

### 2. WHAT TECHNICAL SKILLS DID YOUR EDUCATION PROVIDE?

Describe the courses and projects from your education which you think are meriting for you in working with the techniques, machines and materials in the departments to which you're applying. If you're applying to more than one department, specify which skills fit with what departments. **Be specific!**

### 3. DESCRIBE YOUR ARTISTIC PRACTICE

This is particularly important if you lack formal art education. Examples could be exhibitions, stipends and grants, commissions or consulting work.

#### 4. OTHER PROFESSIONAL & RELEVANT EXPERIENCE

What other experiences do you have which are relevant for the departments you're applying for?

#### 5. REFERENCES

Include name, email and/or phone number. Describe your references, i.e. "ceramics teacher."  
References are extra important if you lack formal qualifications for membership.

#### 6. OTHER

If you have any other information which you think is relevant to your application, write it here.

#### 7. VOLUNTEER WORK AT KKV GBG

KKV GBG is a non-profit organisation wholly dependent upon the labour of it's members. It is therefore mandatory for a first-year member to be part of one or more of our workgroups. These groups have particular responsibilities and members organise themselves in order to work on the projects. Some of the groups are only active during an event, others work continuously. If you have suggestions for something you'd like to contribute with, let us know!

##### EVENTS

Primarily responsible for our two annual "open house" events – Majornas Konstrunda in spring, and Kulturnatta in fall. Co-ordinates with the shop admins, manages safety and fire watch teams, organize bar, bands and food. Also acts as a resource group for other events on KKV.

##### MARKETING

Helps out the event group with marketing, but also does movie screenings, promote courses, recruit members, etc. Open for individual initiatives – document ongoing works, shoot video & photo, interview members.

**LAW / POLITICS** Assist the board with questions of contracts, negotiations and politics.

**FACILITIES** Make our workshop a nicer place to be.

**ARCHITECTURE / BUILDING** Planning and construction of building projects & improvements

##### SUGGESTIONS?

## MEMBERSHIP CONDITIONS

Once your application has been approved and you've paid the fees, your membership becomes active. The membership period is a calendar-year (Jan-Dec) and is paid at the start of the current year. During your membership you are a partial owner of the organisation. You can pick up keys to the workshop at the office after making a deposit, after which you have access to the shop at all times.

You can only work in those workshops in which you've been approved. **Under no conditions are you allowed to work in a shop where you're not a member.** If you want something done in a shop where you're not approved, get in touch with the shop admin or another member of that shop and ask for help.

During some events at KKV GBG the workshops are in use and might not be available for regular work. Make sure to plan your work well ahead in time in order to avoid scheduling collisions. In some shops you have to book the machines or resources, like kilns, presses, etc, by visiting [bokning.kkvgbg.se](http://bokning.kkvgbg.se). Whoever has made a booking has priority to a resource, so if you want to be certain of access then make sure to book it.

When you're done working for the day you have to fill out a time sheet with your name, date, number of worked hours and any other resources which cost extra that you've used. **Each member is required to put in 10 hours of volunteer work per year.** Check with the office or shop admin if you need ideas for what needs doing, or talk to other members.

## STORAGE & CLEANUP

Materials are to be stored in designated areas. There are shelves and pallet spaces to rent for longer periods. All materials – including cupboards, pallets, etc – should be marked with your first and last name. **Unmarked materials risk becoming communal and available for anyone to use.** If you haven't been active at KKV for 2 years and a new member needs a storage space, you can lose the right to your storage if we can't find another solution.

As a member you are responsible to keep the workshop tidy. Make sure to clean up after yourself once you're done working. A failure to do so results in a surcharge of 200kr.

Carry out full garbage bags to the elevator to help out the janitorial staff. It's absolutely forbidden to take KKV tools and property from the shop without prior arrangement. Children too young to help out in the shop shouldn't be here unless strictly supervised, and you are personally responsible for any assistants you have working for you. Please refrain from bringing pets to the shop – partly out of consideration for the animals and the noise & pollution here, but also with allergic or phobic members in mind.

If a machine malfunctions, get in touch with the shop admin or the office staff. You can call, leave a note or send an email. Don't forget to leave your name and number in case we need to get additional information.

## YOUR RESPONSIBILITY & INSURANCE

KKV GBG carries an insurance which covers personal injury, damage to ongoing works or materials which are temporarily stored here. You are personally responsible for damage and injury to other people or other peoples property. You should always use the required safety equipment, as well as arrange for an insurance which covers accidents and damages to third party in connection with your professional work. Please note that a regular home insurance usually only covers damages not related to professional work.

**Immediately let the shop admins know when something breaks.** If this isn't possible, get in touch with the office. If you through negligence or ignorance cause damage to machines, tools or the shop, you are personally liable.

**It is every members responsibility to keep the office updated with their contact information.** Invoices which have not been received because of your failure to update your information might result in late fees.

## ENDING YOUR MEMBERSHIP

In order to end your membership at KKV you need to give notice – **your membership is not cancelled automatically if you don't pay your dues.** If you wish to end your membership, you should get in touch with the office, return your keys, and empty out and clean any storage you might have had. Any positive balance from membership or other fees is not reimbursed upon exiting, and any existing credits are forfeit.

## INFORMATION MANAGEMENT & YOUR PERSONAL INTEGRITY

KKV GBG tries to minimize the amount of information that we store, limiting it to that which is necessary for daily operation. More info regarding how we manage your personal information can be found online: [www.kkvgbg.se](http://www.kkvgbg.se)