

GALLERY 44 CENTRE FOR CONTEMPORARY PHOTOGRAPHY

NEW MEMBER HANDBOOK

Welcome! We are excited to have you as a new member!

This information package covers a top level view of the core programs at Gallery 44 that all members should be aware of.

We will review all this and more at the new member orientation, so bring all your questions then! To start, as a member you are committing to supporting Gallery 44's mandate so it's important to know it well!



Mandate

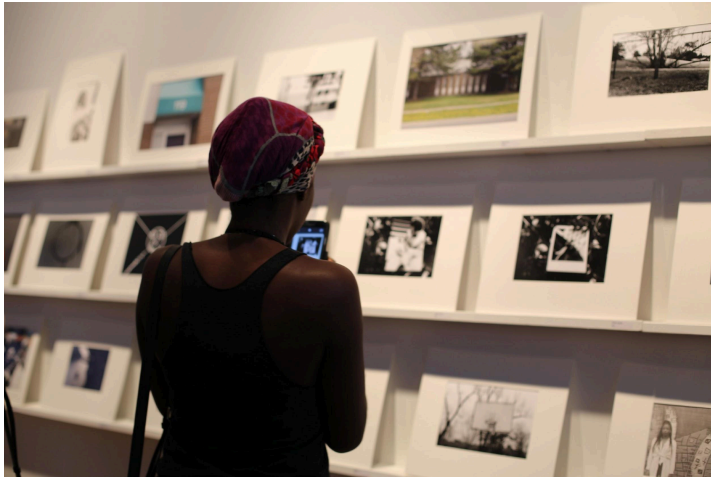
Gallery 44 Centre for Contemporary Photography is an artist-run centre committed to supporting diverse approaches to photographic and image-based practices through exhibitions, education programs and facilitating artistic production. Gallery 44 provides space and context for meaningful dialogue between artists and publics. Together, we offer an entry point to explore the artistic, cultural, historic, social and political implications of the image in our ever-expanding visual world.

We do this by...

- Supporting artists in the research, production and dissemination of their work, at all stages of their careers
- Presenting thoughtful and rigorous exhibitions by diverse artists
- Facilitating contemporary approaches to arts education, mentorship and skill-building for youth and adult learners
- Sustaining inclusive, accessible and community-forward programs, administration and governance strategies
- Nurturing the active exchange of artistic ideas

History and Current Role

Gallery 44 was founded by a small group of artists in 1979, who joined together to share a darkroom and studio. In 1980, the collective began mounting exhibitions, and



in 1986, began offering photography workshops. Gallery 44 was part of a greater network of artist-run centres that grew across Canada in the 60s and 70s. The movement was initiated by and for artists to counter dominant institutions and create communities supporting artistic production, presentation, education, and idea-exchange.

Gallery 44's original location was on Niagara Street. G44 moved to Bathurst Street in 1986 and to its current location on Richmond Street in 1994. Each move allowed the organization to grow its public programs and membership. The move to 401 Richmond enabled G44 to expand exhibition and production facilities and join a creative community hub.

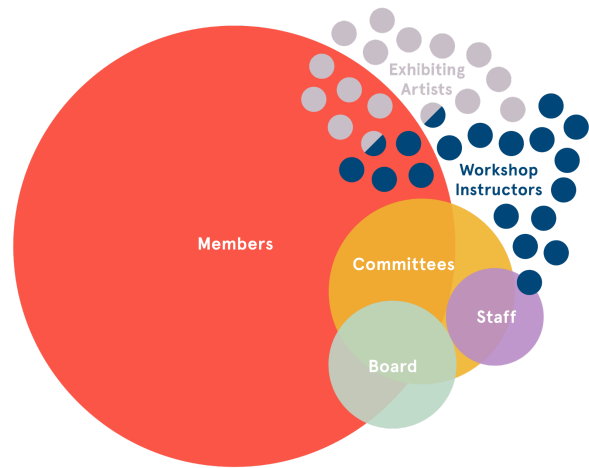
Throughout its history, G44 has prioritized equitable access to the arts and has worked to eliminate barriers for artists, audiences and youth. For example, through educational partnerships with TDSB and various community organizations and offering subsidized programs within our facilities and in-communities, including those outside the downtown core.

While we continue to grow and evolve—now presenting works by local, regional, national and international artists—we remain committed to our roots as an artist-run centre. G44 now supports a membership of over 450 artists and, on average, pays approximately \$80,000 per year in fees directly to artists. Staff, Board and members continue to collaborate on vision- and decision-making, affecting both governance practices and programming.

STRUCTURE

Gallery 44 is a non-profit, artist-run centre and a registered charity that remains committed to the principles of artist-run culture by sharing leadership roles and encouraging artists to affect change within the organization. Gallery 44 is led by a staff of five with support from members who serve on the board and core committees.

Current Staff, Board and Committee lists are available at gallery44.org/about



The Board

Gallery 44 is governed by a [Board of Directors](#) consisting of seven elected G44 members and four appointed community members. Legally and fiscally responsible for Gallery 44's operations, the Board ensures that Gallery 44's finances and governance practices are professionally maintained, and that our activities are consistent with the mandate and objectives outlined above. Board members attend monthly meetings to discuss policy issues and to oversee all aspects of the Gallery's operations in order to ensure accountability, transparency and sustainable programming and administration practices.

Committees

[Committees](#) often include staff, board, regular members and invited arts professionals. Committee members work together to advance Gallery 44's mission, help implement decisions and to ensure good communication between staff and members. Committees are often where new programs and ideas are planned and brought to the board or membership for approval. A call for members to join committees takes place once a year (usually January). Committee members serve a two-year term with the option to renew for an additional two years.

Volunteers

One of Gallery 44's greatest strengths has been the energy and commitment of our members. As described above, artist-members like you, help support our programming and help shape the future of the organization. Members also form our core volunteer base. As part of their membership agreement, members commit three volunteer hours per month to sit on the board, committees or to help with events and running the gallery.

Annual General Meeting

The AGM is held each February. Members are strongly encouraged to attend in order to elect new board members, approve the audit and vote on important issues. The AGM also provides an opportunity to hear from the staff and Board about past accomplishments and future plans.



Membership and Related Policies

Gallery 44 has several policies that help protect our users and staff while fostering collaboration. Before joining you must read and sign our Member's Agreement. We encourage all members to thoroughly review the Membership Policy and Code of Conduct and any policies they may find relevant. All up-to-date policies and agreements are available at gallery44.org/policy.

Code of Conduct

A guide for all actions by members and staff are summarized in our Code of Ethics and Conduct which is centred around five key principles:

- Demonstrate Artistic Leadership
- Act with Integrity
- Provide Sustainable Stewardship of the Gallery's assets and resources
- Promote Equity and Respect Diversity
- Ensure a Safe, Healthy and Accessible Workplace

Anti-Racism, Access & Equity

Gallery 44 expects all members, staff and Board members to adhere to our Anti-Racism, Access and Equity Policy. We are committed to ensuring Gallery 44 is an equitable, accessible and inclusive organization.

Concerns or questions can be brought to the Executive Director, Board President, Head of Membership & Facilities or submitted via our [online feedback form](#).

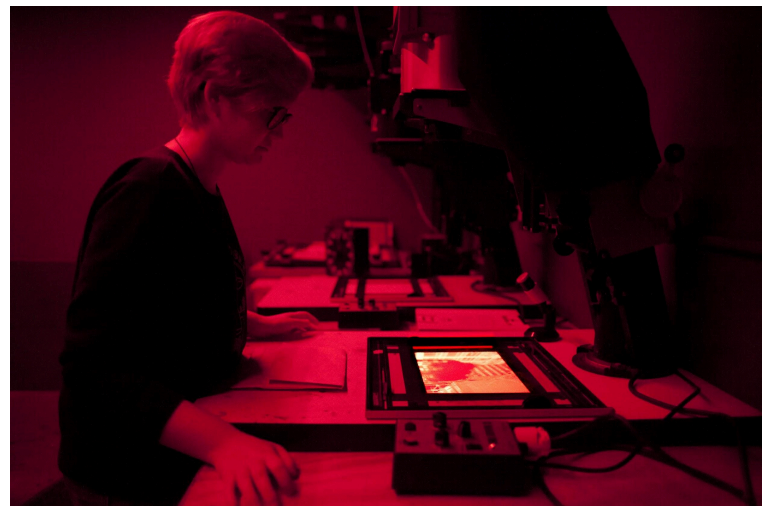
PROGRAMMING

Exhibition Programming

The Exhibition Programming Committee (EPC) works with the Curator to program the exhibitions in Gallery 44's Main Gallery and Vitrines, as well as public programs such as artist talks, lectures and events. The gallery holds an annual [Call for Submissions](#), which is reviewed by the EPC as well as a separate call for submissions for Proof, our annual juried exhibition of emerging Canadian photo-based artists. The EPC has seven members: two elected Gallery 44 members, two community members, a representative from the Board, the Executive Director and the Curator of Exhibitions and Public Programs. The Curator oversees all exhibition programs and coordinates the publishing program, which includes exhibition catalogues, the Writer-in-Residence and various additional publications.

Education Programming

The structure and direction of our education programming is developed by our Curator of Education and Community Outreach through consultation with teachers, visual arts coordinators, arts consultants, students, artists and the Education Committee. We run various [Youth Education programs](#) as well as professional [Workshops](#) or One-on-Ones on analog and digital processes and artistic development.



Membership Programming

Bulk Newsletter

The Bulk is a weekly member e-newsletter, which outlines specific opportunities, resources and member news. We encourage members to review the notices carefully as there is often important information included within the Bulk, such as gallery and facilities closures.

Member Activities

The Membership Committee programs additional activities such as darkroom printing parties, public art events, directed residencies, free workshops and two portfolio review events: Folio Forum and Sip n' Crit. Check the Bulk for dates.

Members' Gallery

This space was initiated in 1990 by members to generate discussion around their work. An annual call is circulated and all members are encouraged to apply to show works in the gallery space. Installation, invitations and promotion are generally the responsibility of the artist.

Production Gallery

First opened September 2015, this basement hallway space features two to three shows annually. The intention of this space is to showcase works produced in G44's facilities.

Annual Member Show

Annual non-juried exhibition of new work from members held in the main space in July.

Salon 44 Fundraiser

Held in March, Salon 44 is our annual fundraising exhibition and sale. Representing the best in Canadian photography, Salon 44 brings together an incredible collection of over 100 established and emerging artists with works priced for both new and seasoned collectors alike. The success of this event heavily relies on members volunteering and promoting the event. A call for members' works is circulated in the fall.

Members' Profiles on G44 Website

Gallery 44's website features a section for members to build profiles for themselves. These profiles include a photo gallery, links, biography, CV and more.

Production Space

Find up to date details on all resources at gallery44.org/production. To support the maintenance of these facilities, one to two members act as darkroom and technical monitors in exchange for free/discounted facilities access.

Darkrooms

We currently house two group darkrooms, the Members' Darkroom for members who bring their own equipment and rent space on a monthly basis, and the Teaching Darkroom in which Gallery 44 provides equipment that can be rented on an hourly basis. The Teaching Darkroom is also used for teaching workshops, OUTREACH classes and PhotoMagic camp. Members must attend a Darkroom Orientation and demonstrate printing proficiency before they can gain access to these spaces.

Scanning

Gallery 44 members have access to a variety of scanning options on our camera scanning rig, Epson V700 or Imacon 949. Members must attend a Scanning Orientation before they can gain access to any equipment, this orientation usually includes basic operation instruction.

Studio

Gallery 44 has a 350 square foot studio space that doubles as a classroom for workshops. In addition, our production facilities include a print finishing area, dry-mount press, mat cutter, copy-stand and rental lockers for storage.

Camera and Lighting Rentals

Members have access to rent a wide selection of film and digital cameras, lighting kits and a variety of accessories.



Digital Printing Services

We have a 44" Canon Imageprograf Pro 4100 inkjet printer. Media and printing services by a professional technician are supplied by Gallery 44, properly prepped files can be uploaded to gallery44.org/print. Rates for printing services start at around \$10/sqft, and you receive a free test strip.

Framing Services

Wholesale frames and supplies from supplier Larson-Juhl are available to order through the Head of Membership. Sample mats and moldings are available under the mat cutter.

Library

Gallery 44 maintains a Resource Centre open for use by our members, which houses numerous materials focused on photography. Library materials include books and periodicals, files on our exhibition history, as well as our brochures and publications.

Membership Options

All memberships are renewed on October 1st. New members pay a prorated fee. New full members need to pay a \$45 deposit for their key cards.

Full Membership (\$190/year)

provides 24/7 access to Gallery 44's production facilities and all Membership Privileges.

Day Membership (\$110/year)

provides access to Gallery 44's production facilities during office hours only, generally: Tuesday to Saturday, from 11 am to 5 pm as well as all Membership Privileges.



Student Discounts

(With ID and Course Schedule)

\$135/year for full membership or \$75/year for day membership.

Senior Discounts

(65+, with ID)

\$135/year for full membership or \$75/year for day membership.

Community Supporter (\$60/year)

To accommodate long distance or non-photographer members we have introduced this new membership level. It includes access to all member events, annual member show and newsletter but no access to production resources, members exhibitions or voting privileges.

Membership Privileges

- Access to all of Gallery 44's production facilities and equipment

- A variety of exhibition and curation opportunities in the Members' Gallery and Production Gallery
- Voting privileges at the Annual General Meeting and opportunity to run for a position on committees and the Board of Directors
- Participation in Gallery 44's annual members' exhibition
- Member exclusive events including portfolio reviews, trips and free workshops
- Discounts on G44 workshops, and photo-related discounts at various retail outlets
- Members newsletter which includes updates on volunteer and programming opportunities, discounts and community news
- Inclusion within a supportive community of artists

SAFETY AND ACCESSIBILITY

Your safety is very important to us. Please let the Head of Membership and Facilities know if you require specific support or assistance during emergencies such as building evacuations. Be sure to familiarize yourself with the location of all health and safety resources and procedures.

Important Health and Safety resources

(located by the basement entrance unless noted otherwise)

- Health and Safety/MSDS Binder – MSDS information for all chemistry used at Gallery 44, Emergency Procedures, and Product Identifier Labels for labelling your chemistry
- Health Hazards Binder - information about potential darkroom and chemistry hazards
- All About Gallery 44 Binder – information about our organization, including Emergency Procedures
- Personal Protective Equipment (PPE) – includes goggles, gloves, and PVC aprons for emergency use
- First Aid Kit - Wall near studio sink
- Spill Kit – for cleaning up dangerous or large chemical spill
- Fire Extinguishers at the entrance to the basement facilities, in the darkroom hallway and on the support beam outside of the scanning room
- The Eyewash Station - attached to utility sink
- The Darkroom Ventilation switch is on the wall at the entrance to the darkroom hallway.
- A flashlight is available by the main lighttable.

Procedures

- Fire Alarm: Leave the building and move 50 metres away. Do not jaywalk.
- Fire: Pull the nearest fire alarm. If you cannot control the fire with an extinguisher, leave the building immediately and call 911.
- Flood: In the case of a flood, contact Building Security (647-668-5511) for flooding inside the building. For street-level flooding, call 311.
- Chemical Spill: Instructions on how to deal with chemical spills are detailed in the Emergency Procedures, located in the Health and Safety and All About G44 resource binders. Protect yourself with the appropriate PPE (goggles, apron, gloves) and use the spill kit to prevent spilled chemistry from entering the waterway. If fixer, volatile or unknown chemistry enters the waterway, report the spill to the Ministry of the Environment and Toronto Water. All spills must be immediately reported to G44 staff.

Safety Phone Numbers

| | |
|---------------------------|----------------|
| Fire – Ambulance – Police | 911 |
| Ontario Poison Centre | 1-800-268-9017 |
| Municipal Services | 311 |
| Building Security | 647-668-5511 |

CONTACTS

MEMBERSHIP AND FACILITIES COMMITTEE

You can contact the MFC with any questions, concerns or suggestions regarding any aspect of G44 or your membership.

Contact: mfc@gallery44.org

STAFF

Executive Director - Alana Traficante

Contact: alana@gallery44.org

Committees: Exhibitions, Finance, Advisory, Human Resources, Governance and Nominating, Access and Inclusive Action

Role: The Executive Director works with the Board of Directors to oversee every aspect of our centre. As chief administrator, she is responsible for internal and external communications, finances, personnel, and acting as community liaison. In her role as Director she helps facilitate the vision of the membership in terms of programming, community building, and financial stability.

Head of Membership and Facilities – Heather Fulton

Contact: hfulton@gallery44.org

Committees: Membership & Facilities

Role: The Head of Membership works with the Director and the Membership Committee to program membership-focused events, curate exhibitions in the Members' and Production galleries and maintain the equipment and facilities at Gallery 44.

Head of Education and Community Outreach – Leila Fatemi

Contact: lfatemi@gallery44.org

Committees: Education, Access and Inclusive Action

Role: The Curator of Education works with the Director and the Education Committee to plan and implement education programs including our photography in the school programs, special education programs and workshops.

Curator of Exhibitions – Sameen Mahboubi

Contact: sameen@gallery44.org

Committees: Exhibitions, Access and Inclusive Action

Role: The Curator of Exhibitions works with the Director and the EPC to plan and mount exhibitions, publications and exhibition related programming such as artists' talks and panel discussions.

Head of Communications and Development – Maegan Broadhurst

Contact: maegan@gallery44.org

Committees: Special Events and Fundraising

Role: The Head of Communications and Development works with the Director and Fundraising Committee to implement fundraising initiatives and manage all of the Gallery's communication materials.

Printing Technician – Miora Wong

Contact: printing@gallery44.org

Role: The printing technician runs all printing jobs and can also be contacted if you have questions about printing media or setting up your files. Currently they do not keep office hours and come in on an as needed basis.

PRICE SHEET

Please consult our [2025 Price Sheet](#) for updated pricing.

EQUIPMENT/FACILITY RENTAL RATES

Access to rentals, scanning and darkroom is granted after attending relevant orientations. Camera and lighting kits include some accessories for free.

| Item | Hour | Day | Weekend | Week | Month |
|---|------|-------|---------|-------|-------|
| Sony a7r iv Kit (25mm, 55mm, 85mm) | | \$80 | \$120 | \$240 | |
| Nikon D800 Kit (24-70mm, 50mm) | - | \$50 | \$75 | \$150 | - |
| Canon 5D MkII Kit (5 lenses available) | - | \$40 | \$60 | \$120 | - |
| Olympus Stylus Epic 35mm | - | \$10 | \$15 | \$30 | - |
| Nikon F100 35mm Kit | - | \$10 | \$15 | \$30 | - |
| Mamiya RZ67 Medium Format Kit | - | \$30 | \$45 | \$90 | - |
| Hasselblad 500C/M Kit | - | \$30 | \$45 | \$90 | - |
| Toyo 45A 4 x 5 Kit | - | \$30 | \$45 | \$90 | - |
| 4 x 5 Studio Rail Cameras | | \$30 | \$45 | \$90 | |
| B&J 8 x 10 Kit | - | \$30 | \$45 | \$90 | - |
| Bowens or Godox Strobe Kit (2 strobe heads + 4 accessories) | - | \$30 | \$45 | \$90 | - |
| Additional Head (1) and Accessory (1) | | \$15 | \$22.50 | \$45 | |
| Individual Lenses or Other Accessories | - | \$18 | \$27 | \$54 | - |
| Additional Lenses or Other Accessories (Each) | | \$10 | \$15 | \$30 | |
| Nikon SB-910 Flash ^o | - | \$18 | \$27 | \$54 | - |
| Pocket Wizard Transceiver ^{oo} (2) | - | \$18 | \$27 | \$54 | - |
| Gitzo Tripod | - | \$18 | \$27 | \$54 | - |
| Sekonic L-358 Lightmeter ^{oo} (2 kits) | - | \$18 | \$27 | \$54 | - |
| 42" 5 in 1 Reflector ^{oo} | - | \$10 | \$15 | \$30 | - |
| EyeOne Monitor Calibrator | - | \$10 | \$15 | \$30 | - |
| Rode On-Camera Microphone | - | \$10 | \$15 | \$30 | - |
| 340 sqft Shooting Studio | - | \$60 | - | - | - |
| Full Studio Kit: Any camera (Sony +\$20), 2 Head Studio Kit, Studio | - | \$100 | - | - | - |
| Imacon 949 iMac Station | \$20 | - | - | - | - |
| Teaching Darkroom Station/UV Box Rental | \$6 | \$24 | - | - | \$120 |
| Members' Darkroom Rental | - | - | - | - | \$100 |
| Shared Members' Darkroom Rental | - | - | - | - | \$120 |

DISPOSABLES PURCHASE RATES

| Item | Price |
|-------------------------------------|----------------------------------|
| Seamless Backdrop Paper | \$5/linear foot |
| Mat Cutter Blades | \$0.75 each |
| Drytac Tissue (25.5") | \$5/linear foot |
| Release Paper (36") | \$5/linear foot |
| Glassine, Acid-Free, Buffered (24") | \$3/linear foot |
| Tissue, Acid-Free (24") | \$1.50/linear foot |
| Black Foil (24") | \$4/linear foot |
| 8 x 10" RC Paper (for PPR) | \$2/sheet |
| PrintFile 35mm/120 Neg Holder | \$1/page |
| Framing Supplies | By donation, suggested \$1/frame |
| LJ ¼" Clear Framing Spacers | From \$2.50/foot |
| Bainbridge Artcare Foamcore 32x40" | \$9/sheet |
| Digital White Mat Board 32x40" | \$17/sheet |
| Double Walled Cardboard 30x40" | \$10/sheet |
| White Cotton Gloves | \$2.50/pair |

STORAGE RENTAL RATES

| Item | Price |
|------------------------------------|---------------|
| White or Gray Locker | \$75 per year |
| Vertical or Horizontal Cubby/Shelf | \$75 per year |

DIGITAL PRINTING

For up to date pricing see print order form at gallery44.org/print

Recurring Payment Authorization Form

Set up your Visa or MasterCard to cover any invoices from us. Just complete and sign this form and have a staff member add your card to our billing system.

I _____ authorize Gallery 44 to charge my credit card indicated below for any amount on the 1st of each Month for payment of my balance due.

| | | |
|--------------------------------|-------------|---|
| Billing Address | Street | |
| | | |
| | City | |
| | Province | |
| | Postal Code | |
| Phone Number | | |
| Email | | |
| Credit Card | | <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard |
| Cardholder Name | | |
| Account Number (last 4 Digits) | | |
| Expiry Date | | |
| CVV | | |

I understand that this authorization will remain in effect until I cancel it in writing, by email, in person or over the phone, and I agree to notify Gallery 44 in writing, by email, in person or over the phone of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day (Tuesday). In the case of a transaction being rejected for Non Sufficient Funds (NSF) I understand that Gallery 44 may at its discretion attempt to process the charge again within 30 days. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of Canadian law. I certify that I am an authorized user of this credit card/bank account and will not dispute these scheduled transactions with my bank or credit card company; so long as the transactions correspond to the terms indicated in this authorization form.

SIGNATURE:

DATE: