Dr. [redacted]
Director

[redacted], M.A.
Archivist

[redacted], M.A.
Research Registrar

[redacted] M.F.A.
General Assistant

ADRIAN PIPER RESEARCH ARCHIVE FOUNDATION

gGmbH

1 September 2010

Work Contract:
Dr. [redacted],
DIRECTOR OF APRAF

The full description of the projects, tasks, responsibilities that the APRA Foundation's Director must coordinate, supervise and help bring to completion is to be found in the most recently revised edition of APRAF's Comprehensive Manual. It is the Director's responsibility to be fully conversant with all tasks and procedures performed by all APRAF personnel, as described in this Manual, as per your Job Description. Your signature below confirms that you have read it carefully, have understood it, and are ready to carry out these responsibilities. In outline, these are as follows:

A. Supervision & Management:

Handle all incoming communications, supervise other APRAF staff projects, represent me and APRAF to the public.

B. Clerical:

Organize and file all contracts and correspondence, supervise the updating of publicity information-related documents.

C. APRAF Dealer of My Artwork:

Although I occasionally exhibit my work with various galleries in the U. S. and Europe, I am an "independent" who does not belong to the permanent stable of any gallery. So "APRAF Dealer" means that the permanent staff of APRAF has the right of first refusal on the promotion and sale of any work, new or old, not previously or recently exhibited by another dealer, according to the terms of APRA's Art Exhibition & Placement Agreement. Any such direct sales through APRAF result either (1) from a collector's approach to the Archive, or (2) from an APRAF staff member's initiative in curating a show and/or dealing the sale of a particular work. In case (1), your job as Director involves representing APRAF to the collector, interacting with the collector in the sales process, and supervising other APRAF staff participation in this project.

Other tasks including representing APRAF in negotiating with other dealers of my work, and – in case (2.1), organizing and curating self-initiated exhibitions of my work at your discretion, initiative and expense; and in case (2.2), assisting other APRAF staff with their self-initiated exhibitions as mutually agreed.

D. Remuneration:

1. Hours: The position of Director at APRA is approximately twenty hours per week of work for the job responsibilities listed under A. and B. above. These hours are very flexible and do not always require your presence on site. But you are always responsible for making sure daily operations run smoothly, and for giving adequate advance notice of any vacation plans or personal time away.

2. Salary and Commissions: The position of Director is funded entirely by the sale of my artwork. Its annual salary is one-third of the first €60.000,00 in sales for that year which I receive from any source, i.e. €20.000,00 annually.

In addition, you will receive a percentage commission on additional sales you conclude as an APRAF Dealer under C. above, according to the following guidelines:

2.1. When a collector approaches the Archive to buy a work (case (C.1 above)),

2.1.1. 6.25% (i.e. 25% ÷ 4) of any sale you together with the three other APRAF staff members conclude out of APRAF;

2.1.2. 10% (i.e. 40% ÷ 4) of any sale you together with the three other APRAF staff members conclude in an external exhibition space that you self-finance and manage.

2.2. When you initiate an exhibition and/or sale of a particular work (case (C.2.1 above)),
2.2.1. 10% of any sale you conclude out of APRAF;
2.2.2. 16% of any sale you conclude in an external exhibition space that you self-finance and manage.

2.3. When you assist on another APRAF staff member's self-initiated exhibition and/or sale of a particular work (case (C.2.2 above)),
2.3.1. 5% of any sale they conclude out of APRAF;
2.3.2. 8% of any sale they conclude in an external exhibition space that they self-finance and manage.

3. ***Sources of Revenue:*** Over the past 20 years my annual sales revenues have averaged considerably more than €60.000,00/year. However, buyers often take a long time to pay, and no run of good fortune continues forever. So you should be sure you are comfortable with this level of risk, either through independent resources, a working partner, or a part-time job on the side; and should expect to take an active role in promoting and selling my work.

4. ***Payment Schedule:*** You will receive one-third of the first €60.000,00 in sales revenue as it comes in over a twelve-month period, and in addition your percentage commission on additional sales as described in 2. above, within one month of my receipt of funds from the buyer. You should arrange all your tax and insurance withholdings from these amounts.

5. ***Payment Procedure:*** I do all my bills at the beginning of each month. So you should give me an invoice at the end of each work period listing your APRA-related expenses and any sales commissions due. The invoice should include your bank transfer information. I will then wire that total, plus whatever monthly payments are due you from whatever of one-third of the first €60.000,00 that has come in from any source, plus any additional sales commissions, into your account.

6. ***Nature of Our Working Relationship:*** Our working relationship is *not* an employer-employee relationship. You are an independent contractor, and our relationship is similar to that between an artist and her stable gallery in the source of income it provides to both of us, and the manner in which it is provided; and also in most of the job responsibilities that define it. It is different in that I reimburse you for all APRA-related expenses on a monthly basis; and you receive 100% rather than a percentage commission on one-third of the first €60.000,00 of sales annually which I receive from any source.

We, Adrian Piper and [redacted], understand those aspects of the Comprehensive Instruction Manual selected by the Job Description of Director as outlined in this Work Contract to govern the terms of our collaboration and define our business relationship. Our signatures here protect [redacted] by ensuring that Adrian will do what she says she will do, e.g. reimburse [redacted] for all expenses, pay her the promised commissions on sales, cooperate on any promotional projects, etc. They protect Adrian by verifying that [redacted] understands what the job entails and is committed to do her best at it. And they protect APRA by ensuring that the confidentiality of all of its internal affairs is respected.

Adrian Piper
Adrian Piper

11.10.2010
date

[redacted]
[redacted]

11. 10. 2010
date

Dr. [redacted]
Director

[redacted], M.A.
Archivist

[redacted], M.A.
Research Registrar

[redacted], M.F.A.
General Assistant

ADRIAN PIPER RESEARCH ARCHIVE FOUNDATION

gGmbH

1 March 2011

Work Contract:
Ms. [redacted],
DIRECTOR OF APRAF

The full description of the projects, tasks, responsibilities that the APRA Foundation's Director must coordinate, supervise and help bring to completion is to be found in the most recently revised edition of APRAF's Comprehensive Manual. It is the Director's responsibility to be fully conversant with all tasks and procedures performed by all APRAF personnel, as described in this Manual, as per your Job Description. Your signature below confirms that you have read it carefully, have understood it, and are ready to carry out these responsibilities. In outline, these are as follows:

A. Supervision & Management:

Handle all incoming communications, supervise other APRAF staff projects, represent me and APRAF to the public.

B. Clerical:

Organize and file all contracts and correspondence, supervise the updating of publicity information-related documents.

C. APRAF Dealer of My Artwork:

Although I occasionally exhibit my work with various galleries in the U. S. and Europe, I am an "independent" who does not belong to the permanent stable of any gallery. So "APRAF Dealer" means that the permanent staff of APRAF has the right of first refusal on the promotion and sale of any work, new or old, not previously or recently exhibited by another dealer, according to the terms of APRAF's Art Exhibition & Placement Agreement. Any such direct sales through APRAF result either (1) from a collector's approach to the Archive, or (2) from an APRAF staff member's initiative in curating a show and/or dealing the sale of a particular work. In case (1), your job as Director involves representing APRAF to the collector, interacting with the collector in the sales process, and supervising other APRAF staff participation in this project.

Other tasks including representing APRAF in negotiating with other dealers of my work, and – in case (2.1), organizing and curating self-initiated exhibitions of my work at your discretion, initiative and expense; and in case (2.2), assisting other APRAF staff with their self-initiated exhibitions as mutually agreed.

D. Remuneration:

1. Hours: The position of Director at APRAF is approximately twenty hours per week (sometimes more, sometimes less) of work for the job responsibilities listed under A. and B. above. These hours are very flexible and do not always require your presence on site. But you are always responsible for making sure daily operations run smoothly, and for giving adequate advance notice of any vacation plans or personal time away.

2. Salary and Commissions: The position of Director is funded entirely by the sale of my artwork. Its annual salary is one-third of the first €60.000,00 in sales for that year which I receive from any source, i.e. €20.000,00 annually.

In addition, you will receive a percentage commission on additional sales you conclude as an APRAF Dealer under C. above, according to the following guidelines:

2.1. When a collector approaches the Archive to buy a work (case (C.1 above)),

2.1.1. 6.25% (i.e. 25% ÷ 4) of any sale you together with the three other APRAF staff members conclude out of APRAF;

2.1.2. 10% (i.e. 40% ÷ 4) of any sale you together with the three other APRAF staff members conclude in an external exhibition space that you self-finance and manage.

2.2. When you initiate an exhibition and/or sale of a particular work (case (C.2.1 above)),
2.2.1. 10% of any sale you conclude out of APRAF;
2.2.2. 16% of any sale you conclude in an external exhibition space that you self-finance and manage.

2.3. When you assist on another APRAF staff member's self-initiated exhibition and/or sale of a particular work (case (C.2.2 above)),
2.3.1. 5% of any sale they conclude out of APRAF;
2.3.2. 8% of any sale they conclude in an external exhibition space that they self-finance and manage.

3. Sources of Revenue: Over the past 20 years my annual sales revenues have averaged considerably more than €60.000,00/year. However, buyers often take a long time to pay, and no run of good fortune continues forever. So you should be sure you are comfortable with this level of risk, either through independent resources, a working partner, or a part-time job on the side; and should expect to take an active role in promoting and selling my work.

4. Payment Schedule: You will receive one-third of the first €60.000,00 in sales revenue as it comes in over a twelve-month period, and in addition your percentage commission on additional sales as described in 2. above, within one month of my receipt of funds from the buyer. You should arrange all your tax and insurance withholdings from these amounts.

5. Payment Procedure: I do all my bills at the beginning of each month. So you should give me an invoice at the end of each work period listing your APRAF-related expenses and any sales commissions due. The invoice should include your bank transfer information. I will then wire that total, plus whatever monthly payments are due you from whatever of one-third of the first €60.000,00 that has come in from any source, plus any additional sales commissions, into your account.

6. Nature of Our Working Relationship: Our working relationship is *not* an employer-employee relationship. You are an independent contractor, and our relationship is similar to that between an artist and her stable gallery in the source of income it provides to both of us, and the manner in which it is provided; and also in most of the job responsibilities that define it. It is different in that I reimburse you for all APRAF-related expenses on a monthly basis; and you receive 100% rather than a percentage commission on one-third of the first €60.000,00 of sales annually which I receive from any source.

We, Adrian Piper and [redacted], understand those aspects of the Comprehensive Instruction Manual selected by the Job Description of Director as outlined in this Work Contract to govern the terms of our collaboration and define our business relationship. Our signatures here protect [redacted] by ensuring that Adrian will do what she says she will do, e.g. reimburse [redacted] for all expenses, pay her the promised commissions on sales, cooperate on any promotional projects, etc. They protect Adrian by verifying that [redacted] understands what the job entails and is committed to do her best at it. And they protect APRAF by ensuring that the confidentiality of all of its internal affairs and the conceptual integrity, intentions and context of Adrian's work are respected.

Adrian Piper
7.03.2011
date

[redacted]
7 März 2011
date

Dr. [redacted]
Director

[redacted], M.A.
Archivist

[redacted], Dipl.-Kulturwiss.
Research Registrar

[redacted], M.F.A.
General Assistant

ADRIAN PIPER RESEARCH ARCHIVE FOUNDATION BERLIN

gGmbH

12 December 2010

Work Contract:
Ms. [redacted],
RESEARCH REGISTRAR

The full description of the projects, tasks, and obligations for which APRAF Berlin's Research Registrar is responsible is to be found in the most recently revised edition of APRAF Berlin's Comprehensive Manual. It is the Research Registrar' responsibility to be fully conversant with all tasks and procedures, as described in this Manual, and particularly those listed in the sections bearing specifically on your job. Your signature below confirms that you have read it carefully and understood it, and are ready to carry out these responsibilities. In outline, these are as follows:

A. Research:

Find texts and images and edit, transcribe and translate texts, assist with work fabrication, research and write grant applications for APRAF Berlin projects.

B. Registrarial:

Manage exhibition and sales shipments and time-based media rentals, coordinate my travel arrangements and prepare itineraries, manage related paperwork, coordinate APRAF Berlin inventory with physical Archive location of work.

C. Clerical:

Organize and file contracts, correspondence, invoices, and venue forms and certifications.

D. APRAF Berlin Dealer of My Artwork:

Although I occasionally exhibit my work with various galleries in the U. S. and Europe, I am an "independent" who does not belong to the permanent stable of any gallery. So "APRAF Berlin Dealer" means that the permanent staff of APRAF Berlin has the right of first refusal on the promotion and sale of any work, new or old, not previously or recently exhibited by another dealer, according to the terms of APRAF Berlin's Art Exhibition & Placement Agreement. Any such direct sales through APRAF Berlin result either (1) from a collector's approach to the Archive, or (2) from an APRAF Berlin staff member's initiative in curating a show and/or dealing the sale of a particular work. In case (1), your job as Research Registrar involves locating, pulling and preparing work for viewing by the collector, interacting with the collector in the sales process, and supervising intern participation in this project.

Other tasks include, in case (2.1), organizing and curating self-initiated exhibitions of my work at your discretion, initiative and expense; and in case (2.2), assisting other APRAF Berlin staff with their self-initiated exhibitions as mutually agreed.

E. Remuneration:

1. Hours: The position of Research Registrar at APRAF Berlin is approximately twenty hours per week (sometimes more, sometimes less) of work for the job responsibilities listed under A. – C. above. These hours are very flexible and do not always require your presence on site. But you are always responsible for making sure daily operations run smoothly, and for giving adequate advance notice of any vacation plans or personal time away.

2. Salary and Commissions: The position of Research Registrar is funded entirely by the sale of my artwork. Its annual salary is one-third of the first €60.000,00 in sales for that year which I receive from any source, i.e. €20.000,00 annually.

In addition, you will receive a percentage commission on additional sales you conclude as an APRAF Berlin Dealer under D. above, according to the following guidelines:

2.1. When a collector approaches the Archive to buy a work (case (D.1 above)),
2.1.1. 6.25% (i.e. 25% ÷ 4) of any sale you together with the three other APRAF Berlin staff members conclude out of APRAF Berlin;
2.1.2. 10% (i.e. 40% ÷ 4) of any sale you together with the three other APRAF Berlin staff members conclude in an external exhibition space that you self-finance and manage.

2.2. When you initiate an exhibition and/or sale of a particular work (case (D.2.1 above)),
2.2.1. 10% of any sale you conclude out of APRAF Berlin;
2.2.2. 16% of any sale you conclude in an external exhibition space that you self-finance and manage.

2.3. When you assist on another APRAF Berlin staff member's self-initiated exhibition and/or sale of a particular work (case (D.2.2 above)),
2.3.1. 5% of any sale they conclude out of APRAF Berlin;
2.3.2. 8% of any sale they conclude in an external exhibition space that they self-finance and manage.

3. Sources of Revenue: Over the past 20 years my annual sales revenues have averaged considerably more than €60.000,00/year. However, buyers often take a long time to pay, and no run of good fortune continues forever. So you should be sure you are comfortable with this level of risk, either through independent resources, a working partner, or a part-time job on the side; and should expect to take an active role in promoting and selling my work.

4. Payment Schedule: You will receive one-third of the first €60.000,00 in sales revenue as it comes in over a twelve-month period, and in addition your percentage commission on additional sales as described in 2. above, within one month of my receipt of funds from the buyer. You should arrange all your tax and insurance withholdings from these amounts.

5. Payment Procedure: I do all my bills at the beginning of each month. So you should give me an invoice at the end of each work period listing your APRAF Berlin-related expenses and any sales commissions due. The invoice should include your bank transfer information. I will then wire that total, plus whatever monthly payments are due you from whatever of one-third of the first €60.000,00 that has come in from any source, plus any additional sales commissions, into your account.

6. Nature of Our Working Relationship: Our working relationship is *not* an employer-employee relationship. You are an independent contractor, and our relationship is similar to that between an artist and her stable gallery in the source of income it provides to both of us, and the manner in which it is provided; and also in most of the job responsibilities that define it. It is different in that I reimburse you for all APRAF Berlin-related expenses on a monthly basis; and you receive 100% rather than a percentage commission on one-third of the first €60.000,00 of sales annually which I receive from any source.

We, Adrian Piper and [redacted], understand those aspects of the Comprehensive Instruction Manual selected by the Job Description of Research Registrar as outlined in this Work Contract to govern the terms of our collaboration and define our business relationship. Our signatures here protect [redacted] by ensuring that Adrian will do what she says she will do, e.g. reimburse [redacted] for all expenses, pay her the promised commissions on sales, cooperate on any promotional projects, etc. They protect Adrian by verifying that [redacted] understands what the job entails and is committed to do her best at it. And they protect APRAF Berlin by ensuring that the confidentiality of all of its internal affairs is respected.

Adrian Piper

17.12.2010
date

[redacted]

17.12.2010
date

[redacted], M.A.
Director

[redacted], M.A.
Archivist

[redacted], Dipl.-Kulturwiss.
Research Registrar

[redacted], St.Ex.AdBKM
General Assistant

ADRIAN PIPER RESEARCH ARCHIVE FOUNDATION BERLIN

APRA Foundation gGmbH

28 February 2011

Work Contract:
Ms. [redacted],
ARCHIVIST

The full description of the projects, tasks, and obligations for which APRAF's Archivist is responsible is to be found in the most recently revised edition of APRAF's Comprehensive Manual. It is the Archivist's responsibility to be fully conversant with all tasks and procedures, as described in this Manual, and particularly those listed in the sections bearing specifically on your Job Description. Your signature below confirms that you have read it carefully and understood it, and are ready to carry out these responsibilities. In outline, these are as follows:

A. Archival:

Answer image requests, manage the inventory, organize and supervise the Archive.

B. Clerical & Publicity:

Organize and file contracts and correspondence, update all publicity information documents.

C. APRAF Dealer of My Artwork:

Although I occasionally exhibit my work with various galleries in the U. S. and Europe, I am an "independent" who does not belong to the permanent stable of any gallery. So "APRAF Dealer" means that the permanent staff of APRAF has the right of first refusal on the promotion and sale of any work, new or old, not previously or recently exhibited by another dealer, according to the terms of APRAF's Art Exhibition & Placement Agreement. Any such direct sales through APRAF result either (1) from a collector's approach to the Archive, or (2) from an APRAF staff member's initiative in curating a show and/or dealing the sale of a particular work. In case (1), your job as Archivist involves representing APRAF's inventory to the collector, interacting with the collector in the sales process, and supervising intern participation in this project.

Other tasks include, in case (2.1), organizing and curating self-initiated exhibitions of my work at your discretion, initiative and expense; and in case (2.2), assisting other APRAF staff with their self-initiated exhibitions as mutually agreed.

D. Remuneration:

1. Hours: The position of Archivist at APRAF is approximately twenty hours per week (sometimes more, sometimes less) of work for the job responsibilities listed under A. and B. above. These hours are very flexible and do not always require your presence on site. But you are always responsible for making sure daily operations run smoothly, and for giving adequate advance notice of any vacation plans or personal time away.

2. *Salary and Commissions:* The position of Archivist is funded entirely by the sale of my artwork. Its annual salary is one-third of the first €60.000,00 in sales for that year which I receive from any source, i.e. €20.000,00 annually.

In addition, you will receive a percentage commission on additional sales you conclude as an APRAF Dealer under C. above, according to the following guidelines:

2.1. When a collector approaches the Archive to buy a work (case (C.1 above)),

2.1.1. 6.25% (i.e. 25% + 4) of any sale you together with the three other APRAF staff members conclude out of APRAF;

2.1.2. 10% (i.e. 40% + 4) of any sale you together with the three other APRAF staff members conclude in an external exhibition space that you self-finance and manage.

2.2. When you initiate an exhibition and/or sale of a particular work (case (C.2.1 above)),
2.2.1. 10% of any sale you conclude out of APRAF;
2.2.2. 16% of any sale you conclude in an external exhibition space that you self-finance and manage.

2.3. When you assist on another APRAF staff member's self-initiated exhibition and/or sale of a particular work (case (C.2.2 above)),
2.3.1. 5% of any sale they conclude out of APRAF;
2.3.2. 8% of any sale they conclude in an external exhibition space that they self-finance and manage.

3. *Sources of Revenue:* Over the past 20 years my annual sales revenues have averaged considerably more than €60.000,00/year. However, buyers often take a long time to pay, and no run of good fortune continues forever. So you should be sure you are comfortable with this level of risk, either through independent resources, a working partner, or a part-time job on the side; and should expect to take an active role in promoting and selling my work.

4. *Payment Schedule:* You will receive one-third of the first €60.000,00 in sales revenue as it comes in over a twelve-month period, and in addition your percentage commission on additional sales as described in 2. above, within one month of my receipt of funds from the buyer. You should arrange all your tax and insurance withholdings from these amounts.

5. *Payment Procedure:* I do all my bills at the beginning of each month. So you should give me an invoice at the end of each work period listing your APRAF-related expenses and any sales commissions due. The invoice should include your bank transfer information. I will then wire that total, plus whatever monthly payments are due you from whatever of one-third of the first €60.000,00 that has come in from any source, plus any additional sales commissions, into your account.

6. *Nature of Our Working Relationship:* Our working relationship is *not* an employer-employee relationship. You are an independent contractor, and our relationship is similar to that between an artist and her stable gallery in the source of income it provides to both of us, and the manner in which it is provided; and also in most of the job responsibilities that define it. It is different in that I reimburse you for all APRAF-related expenses on a monthly basis; and you receive 100% rather than a percentage commission on one-third of the first €60.000,00 of sales annually which I receive from any source.

We, Adrian Piper and [redacted], understand those aspects of the Comprehensive Instruction Manual selected by the Job Description of Archivist as outlined in this Work Contract to govern the terms of our collaboration and define our business relationship. Our signatures here protect [redacted] by ensuring that Adrian will do what she says she will do, e.g. reimburse [redacted] for all expenses, pay her the promised commissions on sales, cooperate on any promotional projects, etc. They protect Adrian by verifying that [redacted] understands what the job entails and is committed to do her best at it. And they protect APRAF by ensuring that the confidentiality of all of its internal affairs and the conceptual integrity, intentions and context of Adrian's work are respected.

Adrian Piper
08.03.2011
date

[redacted]
[redacted]
08.03.2011
date

Dr. [redacted]
Director

[redacted], M.A.
Archivist

[redacted], Dipl.-Kulturwiss.
Research Registrar

[redacted], M.F.A.
General Assistant

ADRIAN PIPER RESEARCH ARCHIVE FOUNDATION BERLIN

APRA Foundation gGmbH

19 January 2011

Work Contract:
Ms. [redacted],
GENERAL ASSISTANT FOR APRAF

The full description of the projects and tasks for which APRAF's General Assistant provides help is to be found in the most recently revised edition of APRAF's Comprehensive Manual. It is the General Assistant's responsibility to be conversant with these tasks as performed by all APRAF staff, as described in this Manual; and to assist APRAF staff in carrying them out, as needed, as per your Job Description. Your signature below confirms that you have read it carefully, have understood it, and are ready to fulfill these responsibilities.

A. Tasks:

These include but are not limited to assisting with deliveries and pick-ups, assisting other APRAF staff, and supervising interns in the completion of their projects.

B. APRAF Dealer of My Artwork:

Although I occasionally exhibit my work with various galleries in the U. S. and Europe, I am an "independent" who does not belong to the permanent stable of any gallery. So "APRAF Dealer" means that the permanent staff of APRAF has the right of first refusal on the promotion and sale of any work, new or old, not previously or recently exhibited by another dealer, according to the terms of APRA's Art Exhibition & Placement Agreement. Any such direct sales through APRAF result either (1) from a collector's approach to the Archive, or (2) from an APRAF staff member's initiative in curating a show and/or dealing the sale of a particular work. In case (1), your job as General Assistant involves assisting the Director, Archivist, or Research Registrar in presenting the work to the collector, interacting with the collector in the sales process, and supervising intern participation in this project.

Other tasks include, in case (2.1), organizing and curating self-initiated exhibitions of my work at your discretion, initiative and expense; and in case (2.2), assisting other APRAF staff with their self-initiated exhibitions as mutually agreed.

C. Remuneration:

1. Hours: The position of General Assistant for APRAF requires irregular and changing hours, depending on the level of activity and needs at APRAF, but in any case will never exceed 40 hours per week of work, for the type of job responsibilities illustrated by the list under A above. These hours are very flexible and do not always require your presence on site. But you are always responsible for ensuring that your daily responsibilities are fulfilled, and for giving adequate advance notice of any vacation plans or time away.

2. *Salary:* The position of General Assistant is funded entirely by the sale of my artwork. Its annual salary is computed at the hourly rate of €10.00/hour. You should keep track of these hours and bill me for them, in addition to any expenses you incur while working for APRAF, on invoices that contain the information and have a format roughly similar to that of the attached template, according to the billing instructions contained in the APRAF Comprehensive Instruction Manual. You should arrange all your tax and insurance withholdings from these amounts.

In addition, you will receive a percentage commission on additional sales you conclude as an APRAF Dealer under B. above, according to the following guidelines:

2.1. When a collector approaches the Archive to buy a work (case (B.1 above)),

2.1.1. 6.25% (i.e. 25% ÷ 4) of any sale you together with the three other APRAF staff members conclude out of APRAF;

2.1.2. 10% (i.e. 40% ÷ 4) of any sale you together with the three other APRAF staff members conclude in an external exhibition space that you self-finance and manage.

2.2. When you initiate an exhibition and/or sale of a particular work (case (B.2.1 above)),

2.2.1. 10% of any sale you conclude out of APRAF;

2.2.2. 16% of any sale you conclude in an external exhibition space that you self-finance and manage.

2.3. When you assist on another APRAF staff member's self-initiated exhibition and/or sale of a particular work (case (B.2.2 above)),

2.3.1. 5% of any sale they conclude out of APRAF;

2.3.2. 8% of any sale they conclude in an external exhibition space that they self-finance and manage.

3. ***Payment Procedure:*** I do all my bills at the beginning of each month. So you should give me your invoices at the end of the preceding month, listing your APRAF-related expenses and any other reimbursable expenses along with the original receipts. The invoice should include your bank transfer information. I will then wire those totals into your account.

4. ***Nature of Our Working Relationship:*** Our working relationship is *not* an employer-employee relationship. You are an independent contractor, and our relationship is similar to that between an artist and her stable gallery in the source of income it provides to both of us, and the manner in which it is provided; and also in most of the job responsibilities that define it. It is different in that I compensate you for work you perform for APRAF at an hourly rate of €10.00/hour, and reimburse you for all APRAF-related expenses, on a monthly basis.

We, Adrian Piper and [redacted], understand those aspects of the Comprehensive Instruction Manual selected by the Job Description of General Assistant as outlined in this Work Contract to govern the terms of our collaboration and define our business relationship. Our signatures here protect [redacted] by ensuring that Adrian will do what she says she will do, e.g. reimburse [redacted] for all expenses, pay her the promised hourly compensation, etc. They protect Adrian by verifying that [redacted] understands what the job entails and is committed to do her best at it. And they protect APRAF by ensuring that the confidentiality of all of its internal affairs is respected.

Adrian Piper

Adrian Piper

19.01.2011

date

[redacted]

[redacted]

19.01.2011

date