

SUPPORTING WITH MORE TIME TO GIVE

EXHIBITS/PROGRAMS COMMITTEE

EXHIBITION/PROGRAM CHAIR

Leadership Board Position*

2 to 3 hrs/mth (excluding meetings)

* Leadership Board Position: attend 10 mtgs/yr. (8 by ZOOM and 2 IN PERSON). Of course, we consider exceptions.

This particular Chair is more of a figurehead for the committee. Each Chair will send in their report and speak at the meeting when the show planning is in progress.

- Members' Show Organizer/Chair
- Juried Show Organizer/Chair
- Online Gallery Organizer/Chair
- Masters of Art - Organizer
- Masters of Art - Videographer/ Editor
- Hospitality – Organizer/Chair

You do not have to be a part of each job.

If you're working with members on a specific job, you are asked to meet with them between regular meetings to plan and coordinate their work. Keep the President updated on your progress.

MEMBERS' ART SHOW: Organizer/Chair

An Amazing and Rewarding Experience!

SHOW DATES vary and may be in Oct, Nov, or Dec.

2 to 4 hrs/mth from July to Jan (excluding meetings) if all the teams have volunteers. More details below.

6 to 8 hrs/mth if you are doing all the work yourself. More details below.

(Times exclude **meetings**)

- **SHOW MEETINGS** from July to Jan. You set the agenda and run the meetings. Scheduled for the week before the leadership board meeting.
- **LEADERSHIP BOARD MEETINGS** – Expected to attend the meetings and give a report in the months of show preparation.

IDEALLY, we request that you have a 3-year term:

1st yr: you are mentored by the current Chair and are considered the Co-Chair.

2nd yr: you are the Chair

3rd yr: You are mentoring the new Chair and are considered the Co-Chair

You will be working with the FOLLOWING:

- **HOST** – of the show. You are the liaison

- MEMBER SHOW TEAM – About 5 people who offer or you choose to be on the team.
- FLYER DISTRIBUTION TEAM – Puts show flyers in various locations and makes sure they remain stocked.
- **VOLUNTEER COORDINATOR ***
- FOOD DRIVE
- DESIGN TEAM for graphics, show booklet and inventory list.
- FILE UPDATES – updating show documents.
- HOSPITALITY
- HISTORIAN

* We have asked for volunteers to fill the teams that are **HIGHLIGHTED**. In a perfect world, you would be the overseer of those teams. You may have to take on that task yourself.

JURIED FINE ART SHOW: Organizer/Chair

An Amazing and Rewarding Experience!

SHOW DATES vary and may be in May, June, or July.

3 to 5 hrs/**month** from Jan to July if all the teams have volunteers. More details below.

8 to 10 hrs/**month** if you are doing all the work yourself. More details below.

(Times exclude **meetings**)

- **SHOW MEETINGS** from Jan to July. You set the agenda and run the meetings. Scheduled for the week before the leadership board meeting.
- **LEADERSHIP BOARD MEETINGS** – Expected to attend the meetings and give a report in the months of show preparation.

IDEALLY, we request that you have a 3-year term:

1st yr: you are mentored by the current Chair and are considered the Co-Chair.

2nd yr: you are the Chair

3rd yr: You are mentoring the new Chair and are considered the Co-Chair

You will be working with the FOLLOWING:

- HOST – of the show. You are the liaison
- JURORS -1 for images to get into the show and 1 for awards.
- MUSICIAN
- JURIED SHOW TEAM – About 5 people who offer or you choose to be on the team.
- AWARD SPONSORS – There is a list of the previous sponsors.
- DONOR SEEKING TEAM - There is a list of the previous donors.
- **DONOR SEEKING MANAGER *** – Coordinates the donor team and keeps a running tally of the total.
- **VOLUNTEER COORDINATOR ***
- FLYER DISTRIBUTION TEAM – Puts show flyers in various locations and makes sure they remain stocked.
- DESIGN TEAM for graphics, show booklet and inventory list.
- FILE UPDATES – updating show documents.
- HOSPITALITY
- HISTORIAN

* We have asked for volunteers to fill the teams that are **HIGHLIGHTED**. In a perfect world, you would be the overseer of those teams. You may have to take on those tasks yourself.

ONLINE GALLERY: Organizer 1 to 2 hrs/wk right before the show.

- Two shows a year in Dec and March.
 - Set up the WIX store with artist images and info that will be emailed to you when they submit their application. It can be done as they arrive or all at once after the deadline. The deadline is the 20th of the prior month of the show. You have 10 to go live on the 1st of the month.
 - Mark art SOLD when that happens.
 - Send in a report (if there is anything new) before the Leadership Board Meeting. You will receive an email requesting a report.
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MASTERS OF ART: Organizer 2hrs/mth

- 7 presentations a year. (Workshops, Lectures, Artist Studio Tours). 6 in Person at the Hill School, Boyer Gallery, Pottstown, or Artist Studio. 1 Zoom in February.
 - Set up Dates and Times with the Host or the Artist's Studio.
 - Have the group of SPRING presentations (Feb, Mar, Apr, May) lined up by Dec
 - Have the group of SPRING presentations (Feb, Mar, Apr, May) lined up by Dec
 - Have the group of FALL presentations (Sept, Oct, Nov) lined up by July
 - Send in a report (if there is anything new) before the Leadership Board Meeting. You will receive an email requesting your report.
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MASTERS OF ART: Videographer/Editor

4hrs/**presentation** / 7presentations/yr

VIDEOGRAPHER

- No special equipment needed - a phone and a tripod.
- We will provide an external microphone.

EDITOR

- Can use the free CANVA App.
 - Will receive instructions if needed.
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HOSPITALITY: Organizer/Chair 2 to 4hrs/wk before an event (excluding meetings)

- Creates food and beverage menus for shows and events.
- Works with volunteers to set up and take down the display.