

JURIED SHOW / DONOR SEEKER 4 to 5 hrs/for Mar and Apr combined.

- Receive a list of previous donors to contact. We'll provide email and phone script templates, along with flyers and other materials, so you'll have everything you need to feel comfortable making the ask.
- Feel free to contact any other individuals or companies you feel appropriate.
- Report to the JURIED SHOW DONOR MANAGER your findings.

JURIED SHOW / DONOR SEEKERS MANAGE 4 to 5 hrs/for Mar and Apr combined.

- Working with an existing EXCEL spreadsheet, send to the various DONOR SEEKERS their individual list of contacts. **MAC USERS:** remember to save the spreadsheet as EXCEL.
- You will be notified directly when donations arrive.
- Mark them on the spreadsheet so you can keep track of the total.
- Send total to the President right before a leadership mtg. You will receive an email requesting a report.

SHOW PHOTOGRAPHER 4 hrs/show

- Take CANDID images of the artists and crowds.
- Take FORMAL images of the award winners.
- These are tasks to be divided between two photographers/show
 - Members' Show
 - Juried Show
 - Both Shows

COMMUNITY EVENT TEAM 2 to 3 hrs/event

- Greeting visitors at the booth
- May include setting up a booth
- Planning on two events a year
 - Are you able to set up a 10' x 10' booth?

PROOF DOCUMENTS ? hrs

- Shows, Important Letters

PROOF JOTFORM 2 to 3hrs/form, at least 3 forms/yr

- Make sure all links go to the right place.
- Give suggestions that would make the process easier.
- Membership, Member and Juried Shows, and any other new forms developed.

PROOF WEBSITE 2 to 3hrs/page, at least 3 pages/yr

- Make sure all links go to the right place.
- Give suggestions that would make the process easier.
- Membership, Member and Juried Shows, and any other new pages developed.

DISTRIBUTE GUILD promo FLYERS 4hrs/yr

- Distribution and restocking in various locations.

UPDATING FILES 5hrs/yr

- Contact each Board and Committee member once a year to update their Job Description and Guideline Documents. The file will come to you in WORD. **MAC USERS:** remember to save the file as WORD.
- Return updated file to Jeanne Petrosky.

MASTERS OF ART PRESENTER 2 hrs/presentation 1 presentation/yr

- Looking for an artist who wants to share knowledge of their technique, business practices, or an interesting topic about art.
- Demo, Workshop, Lecture, PowerPoint, Studio Tour.
- Your presentation is videotaped and uploaded to our YouTube page. [CLICK HERE](#) to see what we've done in the last year.
- Held on Sundays from 2-4pm, at the Hill School Center for the Arts – Boyer Gallery, Pottstown PA, BUT can also be in your studio. with a brief business meeting, 1 hr presentation, and Q&A afterwards.
- We promote your presentation on IG and FB, our website, and our Eblast Newsletter.
- As a token of our appreciation, you will receive a stipend for your presentation.

If this is NOT for you, but **know someone** you can refer, please let us know their **name, email and phone number**.