

EXHIBITS/PROGRAMS COMMITTEE

Chair, Juried Show, Member Show, Online Gallery Show, Masters of Art Organizer, Masters of Art Video/Editor, Hospitality.

EXHIBITS/PROGRAMS COMMITTEE *CHAIR* Leadership Board Position

2 to 3 hrs/mth (excluding meetings)

CHAIR TASKS

- This particular Chair is more of a **figurehead for the committee**.
- The Chair of each show (Members', Juried, Online) will send in their report and speak at the meeting when the show planning is in progress.

ROLES within the committee. One person may be involved in one or more roles.

- MEMBERS' SHOW Organizer/Chair
 - JURIED SHOW Organizer/Chair
 - ONLINE GALLERY Organizer/Chair
 - MASTERS OF ART - Organizer
 - MASTERS OF ART - Videographer/ Editor
 - HOSPITALITY - Organizer/Chair
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MEMBERS' ART SHOW: Organizer/Chair

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.
- 7 to 9 hrs/**mth** if you do all the work yourself. More details below.

(Times exclude meetings)

SHOW MEETINGS from July to Jan. You set the agenda and run the meetings. Usually 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 and inventory list.
- FILE UPDATES – updating show documents.

- HOSPITALITY
- HISTORIAN

* We have asked for volunteers to fill the teams that are HIGHLIGHTED. You may have to take on that task yourself.

JURIED ART SHOW: Organizer/Chair

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

- 3 to 5 hrs/**mth** from Jan to July if all the teams have volunteers. More details below.
- 8 to 10 hrs/**mth** 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**. You may have to take on those tasks yourself.

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

- Two shows a year in Dec and March.
 - Set up the **WIX store** with each artist's images and information. Applications will be sent to you as they are sent, OR you can add them as they arrive or after the submission deadline on the 20th. The store must be ready to go live on the 1st of the show month.
 - Mark art SOLD when you receive a sols notification from JotForm.
 - 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 1hr/**wk**

- 7 presentations a year. (Workshops, Lectures, Artist Studio Tours). 6 in Person at the Hill School, Boyer Gallery, Pottstown, or Artist Studio. 1 Zoom
 - 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 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 a 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 3 to **5hrs** 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.
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