

SISKIYOU ARTISTS ASSOCIATION

JOB DESCRIPTION FOR:.....Annual Show Chair

1. Promote the mission statement of the Siskiyou Artist Association
2. Arrange location and dates for the show
3. Arrange for a judge
4. Make any necessary changes to entry form and give to Newsletter person to send out
5. Give relevant information to Publicity person; some publicity has a long lead time
6. Collect and check entry forms for completeness; fees go to Treasurer
7. Get volunteers to donate cards and silent auction items, to receive art and hang the show, to return art and take the show down, to be scribes and to sit the show
8. Make brochures for the show; make or arrange for labels and certificates
9. Plan how the show is to be arranged and direct the hanging; hang labels and ribbons after judging
10. Oversee the reception
11. Fill holes in the schedule for sitting
12. Record and collect money from the show periodically and give to Treasurer
13. Oversee dismantling of show and return of art
14. Oversee silent auction or appoint someone to do this
15. Help your successor