

<p><u>Gallery Manager</u></p> <ul style="list-style-type: none"> <li>• Set up show/gallery budget</li> <li>• Answer emails</li> <li>• Field phone calls</li> <li>• Periodically clean files in office</li> <li>• Resolve disputes</li> <li>• Track “missing” sale info</li> <li>• Update gallery forms as needed (instructions, intake, bin art, etc)</li> <li>• Arrange for Gallery phone and internet service</li> <li>• Arrange for Gallery credit card service</li> <li>• Renew sales tax license</li> </ul>	<p><u>Gallery Manager and All Coordinators (aka Gallery Committee)</u></p> <ul style="list-style-type: none"> <li>• Meet as needed to make decisions regarding shows, displays and general gallery management</li> <li>• Maintain and update gallery criteria as needed</li> <li>• Maintain integrity of volunteer floor</li> <li>• Have quarterly meetings to review gallery operation</li> </ul>
<p><u>Show Coordinator (Angie and Terri W)</u></p> <ul style="list-style-type: none"> <li>• Set up show schedule</li> <li>• Set up intake table and copies of needed forms</li> <li>• Organize show books after intake</li> <li>• File past show paperwork</li> <li>• Hang shows (Jacque)</li> <li>• Type wall tags</li> <li>• Create email list for show participants</li> <li>• Arrange for juror if used</li> <li>• Meet juror to judge show</li> <li>• Set up voting (People’s/Artists’ Choice) if used</li> <li>• Tally votes</li> <li>• Give out awards at shows</li> <li>• Send pick up reminder to show participants</li> <li>• Email show participants when they do not pick up their work</li> <li>• Order ribbons</li> <li>• Coordinate receptions (Anne O)</li> <li>• Arrange for special events for receptions</li> <li>• Provide updated show info for web</li> <li>• Get liquor license (Jacque)</li> </ul>	<p><u>Facilities Coordinator (Karen LeBlond)</u></p> <ul style="list-style-type: none"> <li>• Keep gallery clean and free of clutter</li> <li>• Create cleaning task list for volunteers</li> <li>• Arrange to have things fixed</li> <li>• Interface with landlord for repairs as needed</li> <li>• Arrange to paint gallery when needed</li> <li>• Arrange to clean carpet when needed</li> <li>• Order gallery supplies (Hulda)</li> <li>• Keep guest book supplied with forms</li> <li>• Take care of issues such as “key is missing”</li> <li>• Coordinate bin art (Kathy B)</li> <li>• Keep card rack organized</li> <li>• Clean up brochure rack</li> <li>• Watch for appropriate posters in windows</li> <li>• Straighten kitchen cupboards, shower stall and under steps storage areas</li> <li>• Make sure change in cash drawer</li> <li>• Replace light bulbs</li> <li>• Make sure gallery hours sign on door is up-to-date</li> </ul>
<p><u>Gallery Volunteer Coordinator (Liz VanSomeren)</u></p> <ul style="list-style-type: none"> <li>• Assure volunteers are doing cleaning jobs</li> <li>• Coordinate volunteers and their spaces</li> <li>• Take care of volunteers not showing up</li> <li>• Conduct volunteer training including show intake training</li> <li>• Assure each volunteer is doing additional tasks</li> <li>• Make sure volunteer website info is up to date</li> <li>• Post volunteer calendar in gallery office</li> <li>• Keep up-to-date volunteer list</li> <li>• Bring any volunteer issues to Gallery Committee</li> </ul>	<p><u>Publicity Coordinator (Greg and Janet Smith)</u></p> <ul style="list-style-type: none"> <li>• Call to artists for each show 3-4 weeks before show</li> <li>• Reminder of call to artists 1 week before show</li> <li>• Reception reminder to SAG mailing list</li> <li>• Arrange for show ads and PR story with Tribune</li> <li>• Create graphics for Trib</li> <li>• Arrange for free PR of SAG and gallery events (Eve Nagode)</li> <li>• Create gallery rack card</li> <li>• Distribute rack cards around town</li> <li>• Mail rack cards to tourism offices</li> <li>• Send notices to Ephemiris in Trib</li> <li>• Keep mail chimp addresses in sync with Outlook</li> <li>• Send out Mail Chimp notices</li> <li>• Create content for SAG website</li> <li>• Update website content (Jean Krueger, Curt and Greg)</li> <li>• Manage Facebook page (Lorie M-B)</li> </ul>

Green text – can be done long distance

Non-Gallery related tasks:

- Write grants
- Identify where to submit grants
- Manage artist's pages on website
- Update website programming (Paul Biron)
- Coordinate Art in Public Places (Karen LeBlond)
- Identify and coordinate program for annual members meeting
- Maintain and update SAG Membership in Outlook (Kathy B)

Other committees for events:

- Hullabaloo/Alla Prima
- Calendar Show
- Art Encounter for Kids