

'FEDERATION OF CANADIAN ARTISTS'

CENTRAL OKANAGAN CHAPTER - EXECUTIVE & BOARD OF DIRECTORS

1. OFFICIAL TITLE: FCA-COC Shows and Exhibitions Co-Ordinator

1. OFFICIAL ROLE:

- a. Voting Rights: Yes
- b. Chairperson and member of the Executive Committee

2. List of Your Official Duties and Day to Day Responsibilities:

(Fill out only those that are applicable to your role.)

Organize ALL Chapter and National Shows and Online Shows through FCA-COC Website, which includes:

- a. Assemble a show committee if needed
- b. Find and book venues
- c. Advise Treasurer of deposits/payments to be made to the venue
- d. Announce all upcoming shows and instructions at Chapter meetings
- e. See that jury panel is set up
- f. Decide on budget and suite of awards
- g. Send out Call for Entries and Show guidelines
- h. Ensure website is set-up to receive call for entries
- i. Review submissions and "accept" them as they come in. Offer IT support to those who need it. Deal with issues such as bad cropping, poor quality of photo, copyright issues etc.
- j. Review again after jurors have scored the entries and mark entries as accepted or declined. Send out accepted/declined notices and qualifying/non-qualifying information if required.
- k. Create list of Award Recipients based on the scores of the jurors. Send email notification to winners.
- l. Design and print Award Certificates
- m. Give names of Award Recipients to Treasurer so cheques can be prepared
- n. Send show participants shipping/drop-off/pick-up instructions
- o. Plan, organize and execute an advertising campaign (involves graphic design work and printing – posters, ads, invitations, brochures, itineraries)
- p. Assemble a hanging committee
- q. Gather together all supplies required for the show (grids, cloths, signage etc.)
- r. Design a layout for the show and provide printed layout plan for the hanging committee.
- s. Oversee the hanging of the show
- t. Ensure that a method of payment is in place to process credit cards (Square) and that cash desk people are properly trained. Ask Treasurer to prepare a cash box and receipt book. Prepare a list of paintings with all sales information.
- u. Organize sign-up sheet and schedule for people to man the show and oversee general running of the show
- v. Work with Events Coordinator for the Opening Reception

- w. **Oversee show takedown and return shipping and clean-up of the hall**
 - x. **Prepare a post-show report to present at the next Chapter Meeting**
 - y. **Prepare and send report to FCA Vancouver including**
 - **Chapter name**
 - **Date and location of event**
 - **Names of all jurors**
 - **Names of all accepted entrants along with painting titles and mediums**
 - **Status of qualifying painting**
- 3. Equipment/Supplies:** *(Please list all FCA-COC purchased items presently in your possession, and explain how and when these items are used during the orchestration of your official role.)*
- **Grids, black cloths, signage**
 - **cash desk supplies**
 - **“Square” for credit card processing**
- 4. Sub-committee(s):** *(Please provide a breakdown of how the FCA-COC Membership is involved in order to help you complete your role.)*
- **Show organizing committee**
 - **Hanging committee**
 - **Volunteers to man the show**
- 5. A Yearly Overview of all Events you are responsible for overseeing:**
(Please include types of participants; ‘ball-park’ budget for each event; event location, times; dates; timelines for tasks leading up to each event.)
- **On-line Shows** - January, February and March
 - **OASIS Okanagan Art Show** – July
 - **Autumn Gallery** – November
- 6. Any Future Goals/Recommendations you may have regarding this role.**
- **Organize a fourth show and venue that would be a non-qualifying, lightly juried show that Supporting members could participate in. Preferably in late September.**
 - **Purchase more 12’ grids.**