

## JOB DESCRIPTIONS - TALENTS NEEDED

Executive Board: Requires attendance at Board Meetings usually twelve times a year, usually second week of the month, varies, first Wednesday of General Meeting months.

Director: Oversees TAS operation, PVAC interface. Conducts Board, General and necessary meetings, Mediates, confers, organizes.

Assistant Director: Stands in for Director as needed, aides/assists, in line for office following year.

Treasurer: Currently paid PVAC staff; Finance Chair receives reports, approves, oversees

Bookkeeper: Weekly entry of individual sales, monthly report to Treasurer, needs computer.

Recording Secretary: Must type and have e-mail. Takes notes at meetings, condenses.

Corresponding Secretary: Reads correspondence received; good position to become familiar with TAS & Board.

Parliamentarian: Heads By-Laws Committee, Nominating Committee, well-versed in Robert's Rules.

TAS Gallery Manager: Oversees and coordinates operation of TAS galleries, creates and provides TAS forms, writes and updates Procedure Books, provides lists and materials common to all galleries, approves publicity and showcards, does marketing & advertising, writes newsletter, creates staffing calendars, assists with Constant Contact and Signatures.

Wearable Art Manager: Oversees and coordinates Exhibitions of Wearable Art.

General Membership Jobs:

Advertising: Researches areas/costs for advertising, writes copy, arranges for photos, places ads. Random.

Art Rental: Tracks paperwork for rentals, may market, on marketing committee. Sporadic.

Assistant Bookkeeper: non-board, weekly reconciling and bank responsibilities, both galleries.

Assistants, either gallery: Helps Manager in operation of galleries. As needed.

Biography Books: One for each gallery, enters/updates bios from artist-supplied material. Needs computer. Sporadic.

Carpentry: Installing, fixing, building. Sporadic.

Chamber of Commerce Rep: attends mixers and other functions to p.r. galleries; hand out showcards or special event info.

Communications Chair: Coordinates and distributes supplies needed for mailings, purchases stamps, etc  
Usually April/September/October/November.

Data Entry: inputting information

Display: Satellite or PVAC-3-D work. PVAC, 2<sup>nd</sup> Thursday, once a month, usually 5 - 6 p.m; Satellite: every six weeks on a Monday.

Emergency Staffer: On-call staffer on an emergency basis. Best to live within minutes. Sporadic.

Emergency Leave Staffer: Fills in full-days for those who take a Leave of Absence due to an emergency.

File Folder Maintenance: Adds file folders with inside pocket for new member, replaces old ones as needed.

Financial: able to do accounting of special events or general gallery requirements.

Finance Committee Chair: Chairs committee to plan and evaluate annual budget - past Board Member (Treasurer or Director.)

Graphics: Able to create postcards, marketing materials in a format which can be sent to a print shop.

Hanging: Satellite or PVAC. PVAC begins at 5:00 p.m., time required varies, monthly. Satellite = December/July/August, Mondays.

Hospitality: Refreshments at meetings quarterly, coordinates June potluck and TAS "food" functions.

Mailings: Helps prepare TAS mailings, as-needed. March/September/October/November

Mailing List: Requires computer. Maintains mailing list from TAS sales and visitor's books, provides labels from list for TAS mailings.

Maintenance: Painting, vacuuming, cleaning windows, etc. Morning after take-in monthly at PVAC and as needed, either gallery..

Malaga Cove Chair: Coordinates and oversees.

Malaga Cove Demos: Demos at Malaga Cove either or both days; over and above staffing

Malaga Cove Friday Pick up, Saturday Drop Off - Sunday Pick up of 3-D, wearables and PVAC materials.

Malaga Cove Saturday pick up, Sunday rehang

Malaga Cove Set Up: Helps set up and take down either or both days

Marketing: Active, creative group researches ideas and implements. Random  
Membership: Chair/committee--coordinates jurying, keeps membership records. Full Board.  
Newsletter Assistant: Xeroxes and Mails Newsletter to non internet members, labels supplied by Gabrielle.  
End of month, usually every other month.  
Painting: As needed for both galleries; walls, pedestals, etc.  
Photo Book: Keeps notebook of over-all photos from shows for future reference. (photo of walls or groups, not individual items)  
Photography: As needed photos for advertising/publicity. Coordinates with advertising. Sporadic.  
Publicity: Writes and dispatches publicity releases. Awareness of activities in both galleries, able to meet deadlines, coordinate with gallery manager, Director and PVAC.  
Publicity for internet: Updates listings for special events and showcasing.  
Publicity, Constant Contact: manages e-mail list, sends monthly or more often as needed, creates column.  
Publicity Archive - keeps archive of publicity; arranges for "clippers" from various sources.  
Purchasing: As needed. Researches best provider, places orders, follows through. Sporadic.  
Repairs: Can do or arrange to do, either gallery.  
Special Events Staffing: Lines up staffers to work designated hours for special events or additional staffers when needed.  
Showcard Info Album, the Village - every six weeks  
Signs and Banners: makes from fiber or paper - creative job, for special events and openings, sporadic..  
Special Requests: Familiar with work of all artists; can follow through, arrange for completion of both specific and general requests. Must not procrastinate. Job done mostly by phone. Sporadic.  
Staff Openings: Staffs extra hours at evening or weekend events, over and above the required once or twice a year.  
Studio Tour Chairman: coordinates, plans and enacts yearly tour.  
Studio Tour Assistant/s: In-line job for Chairman. Assists with aspects of tour.  
Telephone Calls: as needed, sporadic - can be done off-site  
Wallcards: Cuts wall cards for PVAC, minor job.  
Wall Labels: PVAC, needs person to type from about 5:00-6:30 p.m., accurate. Able to proofread.  
Monthly.  
Wall Letters: Both galleries. Collects, paints and dispenses letters as needed for events.  
Wall Letter Installation: installs letters at the Village, sporadic  
Wearable Art Aide: All wearable artists plus interested others. Wearable artists, except for Coordinator, also hold other jobs.  
Xerox: Keeps forms and flyers resupplied as outlined in the book of Gallery Masters. (Monthly.)

*7/25/2010*