

Duties of the Adult Education Director

Set up the upcoming year's demos, which occur the 2nd Monday of each month from 3-5 pm with the exception of December.

It is the responsibility of the Adult Education Director (Director) to seek out and choose interesting topics to bring to the membership in the way of demos. A contract must be sent out outlining the time, date, and payment to the artist via email. The Director will keep the artist updated as their demo day nears and write up a short ad for the webpage. The Director will ready the room for the demo to accommodate the artist; provide snacks, handle the raffle, and introduce the artist on the demo day, and provide a check to the artist. The Director may enlist help for any of the above tasks.

It is the responsibility of the Director to seek out and choose interesting workshops to bring to the membership. They will handle any negotiations needed to secure the artist and send out an agreement for doing the workshop. They will provide refreshments for the workshops, introduce the artist, and be on-call the day of the workshops to iron out any issue which may arise. The Director will handle payment to the artist.

It is the responsibility of the Director to keep track of students signed up for workshops and send them any correspondence which may be pertinent to the workshop. They need to keep the artist apprised of the number of participants attending the workshop. They need to keep the classes notebook at the docent desk up to date.

It is the responsibility of the Director to check in once a year to see if the class instructors will be continuing into the next year and work them into a schedule. The Director will keep a calendar of events and work with the President to ensure no conflicts occur in scheduling.

Setting classes, demos, and workshops are typically done via email. The gallery time is in the demos and workshops. The director can do as little or as many workshops that they feel is appropriate. The Adult Education Director may also decide to do movies, excursions, or any other activity benefiting the membership that they wish to provide.