

# Exhibitions Director & Assistant

Oversee all Gallery Exhibits and Receptions. With the help of a *Gallery Director Assistant*, lead team of volunteers to develop and present art exhibitions.

## ANNUALLY

- Fill annual exhibit schedule to include dates of art exchange, exhibit installation, show and receptions with dates and times.
- Work with outside art organizations to negotiate gallery exhibits with the use of an approved MBAA Contract.
- Invite 3D Guest artists for shows when appropriate.
- Share copy of completed exhibit schedule to the Marketing Director, Docent Director.
- Submit budget (spending) request to board.
- Write up show and Call for Artist descriptions. Forward with images to the Marketing Director for inclusion onto the website, social media and general marketing.
- Take-in forms may be updated by Exhibitions Director at the discretion of the board.

## MONTHLY

- Report to the board and submit board report.
- Submit Newsletter report

## EACH EXHIBIT

- Supervise exchange, hanging and wall/3D tag installation with the assistance of Exhibit Director *Assistant*.
- Exhibit Director *Assistant* shall work with Recruitment Volunteer for the scheduling of volunteers needed for art exchange, hanging, tagging and receptions.
- Work with Exhibit Director *Assistant* to design and order poster for kiosk.
- Attend Art all Receptions