**CVAA Executive and Coordinators   
Job Descriptions.**

**EXECUTIVE**

**Executive Committee General Responsibilities.**

Oversee all CVAA Activities.

Facilitate all activities within the Organization.

Curate all Gallery Shows.

Control all finances.

Be knowledgeable about the CVAA & how it operates.

Recruit new members.  
 In absence of secretary other executives take minutes

**President** (executive position) :

Chair Executive & General Meetings.

Liase with Cultural Centre and outside Organizations.

Represent CVAA at various Social & Business functions.

Communicate with Executive, Members & Cultural Centre partners.

Coordinate all meetings, social & educational activities.

Delegate tasks where possible.

Follow up and report back on all proposed & actual initiatives.

Write Statistic & Annual Reports.

Be the main contact person for the CVAA.

Have cheque signing rights

Types Agenda for exec. and members meeting.

Issuing name tags new members

**Vice President** (executive position):

Assist President in all of the above.

Attend all Executive & General Meetings.

Back up for President. Substitute when needed.

Be aware of all activities.

Be prepared to take responsibility.

Informs Cultural Centre, City, Chilliwack Community Arts Council of change in executive team

**Secretary** (executive position):

Attend all Executive & General meetings

Record minutes

Circulate Information

Proof Read Documents

Type Letters, Envelopes

Handles incoming emails   
Maintains and updates executive’s year-calendar.

Updates and Ensures member ship forms and submission forms are in the gallery desk  
File online the Annual Report/changes in exec. to BC Society registry directly after AGM   
Coordinates labels/inventory list for CVAA member show

Coordinates date & time for meetings  
Sends monthly list to Cult. Centre with meeting-needs

**Treasurer** (executive position) :

Attend all Meetings Executive & General

Handle all Finances.

Collect Membership Fees, Show Revenue & CVAA Commission from Sales.  
Have signing rights & write Cheques.

Pay bills.

Issue Receipts.

Prepare Monthly Financial Statements.

Maintain Membership List   
 Hands out membership cards

Handles snail Mail (pick up & distribute)

Orders membership cards (in the form of a business card)

**Members at Large** (executive position):

Attend all Executive meetings & General

Assist the President & Vice President when needed.

Be prepared to coordinate individual Projects when they occur.

Report all activities to President.

Assist with Gallery activities.   
 Maintains membership list and welcome emails

**NON EXECUTIVE** SEE NEXT PAGE

**Gallery Coordinator Job Description**

* Create guidelines for exhibitors stating responsibilities and deadlines (completed & on the website)
* Create guidelines for coordinators who volunteer to support exhibiting artists (completed & on the website)
* Update guidelines as required
* Make sure guidelines are available on the website (done)
* Create a poster distribution list suggesting areas that have high volume (done)
* Mentor and support CVAA members who volunteer to coordinate an exhibit (on going)
* Create and update the CVAA Exhibition schedule with the jurying committee(on going)
* Coordinate the CVAA exhibition calendar with the Cultural Centre’s calendar noting fund raising events that might conflict with gallery exhibit (on going)
* Ensure that the rentals manager, Theresia Reid, and the building maintenance supervisor, have copies of the CVAA gallery schedule listing set up, take down and reception dates. Completed as needed.
* Communicate the equipment needs required for set up, take down and receptions to the rentals manager and the building maintenance supervisor
* At CVAA member meetings enlist coordinators for upcoming exhibits (on going)
* Ensure that each artist scheduled to exhibit in the O’Connor Gallery has the required information: floor plan, hanging requirements, poster distribution list, guidelines stating responsibilities and deadlines. Also a modified copy of the Reception Guide issued by Theresia to the CVAA (?) (on going)
* Maintains a list with hanging-crew volunteers.

**Publicity Coordinator Duties regarding Call for Entry**

CVAA executive notifies members of Call for entry.

1. The Publicity Coordinator will actively seek out other artists or artist groups who have the potential to be candidates for the Call for Entry
2. The Publicity Coordinator will actively look for creative places to publish the Call for Entry.
3. The Publicity Coordinator will compile a contact list for future Calls of Entry.

**Publicity Coordinator Duties Regarding Shows**

CVAA curates the gallery on a contract basis.

1. Publicity Coordinator will receive show information, poster and jpegs from Public Relations
2. Publicity Coordinator will send show information to Preview, Artists Journal and the Leisure Guide.

Preview & Artist Journal need info 3 months in advance

Leisure Guide ( Ann Goudswaard- Marketing Manager) needs info March for Spring/Fall catalogue and August for Fall/Winter Catalogue

Leisure Guide needs:

Poster with date of showing & date + time of reception & name of presenter & name of show

Jpegs of sample works

1. Publicity Coordinator will actively pursue other newspapers, magazines, councils, etc. to promote upcoming shows.
2. 6 weeks before the show the Publicity Coordinator will ask the Public Relations for the artists poster in jpeg or pdf format. (9x12 size- min 300dpi) Poster must include Title, Dates of show, “The O’Connor Group Art Gallery” in the Cultural Centre, 9201 Corbould Street, Chilliwack, V2P 4A6, opening hours, date of Reception and the Press Release.
3. 5 weeks before the show the Publicity Coordinator will forward the Poster (pdf or jpeg) to Ann Goudswaard for printing: 5 large, 30 small, 100 promotional cards. These are left at the box office for the Exhibit Coordinator to pick up and arrange distribution.
4. 2-3 weeks before show Publicity Coordinator will send publicity to a list of contacts

**Public Relations,**

1 A Call for Entry goes out

2 A committee of executive members plus 1 non-executive member, reviews the entries, and decides which will be chosen for the 2019/20 Gallery exhibits

3 A schedule for 2019/20 is drawn up, the chosen artists are informed and contracts are drawn up. (This would be a good time to request a working title.)

4 The information on the chosen entries, e.g.. the bios, the pictures of their art, either in photographic form or CD’s should be gone through carefully, and folders created for each artist in the ‘cloud’ and also put on Flash Drives or RW cd’s and kept safe until the time approaches for each exhibit.

4. A Title, if not given in the Call for Entry, must be asked for fairly soon, as some publications such as the Leisure Guide for The Cultural Centre, Preview Magazine, and Artist’s Journal require information for 3 months or more in advance.   
5 At least 6 weeks before each show, the artists must be asked to supply a poster, jpeg or pdf, 9x12 size, at least 300 dpi, which must include the Title, The dates of the show, the location, “The O’Connor Group Art Gallery” in the Cultural Centre, 9201 Corbould Street, Chilliwack, V2P 4A6., the opening hours and the date of the Reception. We also require a Press Release, and the artist may ask the publicity person to write one using the bios given at the beginning if they desire, (I have been asked to do that several times) Sometimes photographs are asked for so the artist must also be asked if we may use photographs given in their call for entry, or if they would prefer new ones, to send them to us as jpegs

6. 4 or 5 weeks prior to the start of their show, we send the poster jpegs or pdf’s to Ann Goudswaard for printing. 5 large, 30 small, and 100 promotional cards. They get left at the box office for pickup by the exhibit coordinator who is responsible for their distribution.

7. 2 to 3 weeks prior to start of the show, send out emails of publicity to our contacts and the secretary. A list will be provided.

**Gallery Sitters Coordinator**

The Sitters Coordinator is responsible for ensuring the O’Connor Art Gallery has a sitter assigned during all hours in which the gallery has been deemed; Open to the general public. (\* the Cultural Centre undertakes the responsibility for the security of the Gallery when they book an exclusive event in the Gallery.)

The Sitters Coordinator is responsible for acquiring the Chilliwack Cultural Centre’s Event schedule and outside theatre schedules and determining which public events could be accommodated that would benefit the Art Gallery and CVAA.

This information is utilized in the monthly scheduling of gallery sitters

Cultural Centre’s liaisons

Anna Seneca / Box Office 604-391-7469

Theresia Reid / Rentals Manager 604-392-8000

The Sitters Coordinator is responsible for setting up the monthly schedule on the Gallery Desk Calendar, to reflect the following:

1. The Gallery daytime shifts; - 12 noon to 2:30pm , - 2:30pm to 5:00pm, and evenings 6:30pm to 7:30pm; when the main (HUB) theatre is playing.
2. The number of visitors to the Gallery; per shift. (\* This information is tallied monthly/annually, by the Secretary/Treasurer for use when applying for Grants.)
3. The schedule of upcoming Exhibits / Take down & Set Ups and closures when required.
4. Emergency contact numbers for Gallery sitters. ie: CVAA Secretary or President’s phone number, and Gallery Sitters Coordinators’ phone number.

The Sitters Coordinator must ensure the “Gallery Desk Manual” contains the following:

1. Important information and instruction for Gallery sitters.
2. The “Inventory List” of current items for sale in the Gallery is in the Desk Manual and that the Box Office has a copy.
3. The “Invoice Book”; for Sale of artwork.

The Sitters Coordinator is responsible for and ensures - -

1.) New sitters are provided an “Orientation” to their duties as Gallery Sitter.

2.) That there is sufficient Gallery sitters to cover the required shifts during the open hours of the Gallery.

3.) The CVAA Secretary receives a copy of each completed Month Schedule of Gallery Sitters; for CVAA Records. (\* kept for 5 years)

4.) The Chilliwack Cultural Centre’s Box Office is supplied an advance account of whom the sitters will be; on the days that the Gallery is open to the public.

(see Sample attached .

- - note; new Sitters Coordinator can use another format, providing that the same information is provided to the Box Office; to ensure official access to the Gallery. - Same format can be used; when “month complete” to the CVAA Secretary for record keeping.

**Suggestions and Tips** - - for Gallery Sitters Coordinator

* Though the schedule focus is the CURRENT Month …..the whole scheduling issue is much easier if worked 15th to 15th- - in other words; a bit ahead of current month.
* When scheduling, take into account - - long weekends, Gallery Take Down dates and Set Up dates, as well as the CVAA Members Meeting date.
* Always have the Gallery Desk Calendar prepared (i.e.; drawn up) at least a month in advance of Membership meetings and ensure the Desk Calendar is present at membership meetings for members to sign into.
* Day after the CVAA Members Meeting - - assess sitter status = Send out an email requesting sitters for all spaces not filled on the current month’s Gallery Schedule. \* Be sure Sitter Coordinator email address and phone number is on the sitters request that is sent out to the membership.
* At the 15th (or just after) of the Current Month - - Send out an EARLY request for sitters for the following month ….try to get the gallery schedule filled to well after the next date of the CVAA Members Meeting ( at least to the first weekend).