

Description of the Responsibilities of a NECTArtGuild Exhibit

Coordinator, Point of Contact

Each NECTArtGuild exhibit will have a designated coordinator who will act as the point of contact for the planning and hanging of the exhibit, as well as the duration of the event. Before volunteering or accepting the position of Exhibit Coordinator, a guild member should be reasonably certain that they will be available for the duration of the exhibit to oversee, manage and generally communicate with the hosts and other guild members.

The Memorandum of Understanding

The Exhibit Coordinator will use the approved Memorandum of Understanding to negotiate the details of the event and specify areas of responsibility for both NECTArtGuild and the hosting organization, including procedures for sold art works. The MOU exists in template form and will be personalized for each individual event by the Exhibit Coordinator in cooperation with the host(s) as well as the NECTArtGuild President or designee, and each organization will retain a signed copy for their records.

Prospectus and Entry Form

The Exhibit Coordinator will complete and send the approved Prospectus and Entry Form for the exhibit not less than 1 month prior to the exhibit hanging date to the Corresponding Secretary for distribution to the NECTArtGuild members. A hard copy of the Exhibit Prospectus and Entry Form will be mailed to members who cannot receive it electronically. The electronic template is available on the website.

Members planning to participate in the exhibit must return the completed entry form to the Exhibit Coordinator not less than 1 week prior to the exhibit hanging date.

Prior to the drop-off, members must fill out a Label and Receipt set for each piece they plan to enter in the exhibit, affix the Label to the back or underside of the work and retain the Receipt portion to retrieve their work at the conclusion of the exhibit.

The Exhibit Coordinator can then complete the sign-in sheet prior to the hanging to streamline the drop-off process.

Hanging and Take Down

The Exhibit Coordinator will solicit a hanging committee of 4-6 guild members who will remain for the duration of the time specified for hanging the exhibit. One committee member may be responsible for completing the sign-in-sheet. If a person who has volunteered for the hanging committee cannot be

present, they must call the Exhibit Coordinator and make a reasonable effort to find a replacement for themselves.

Each participating artist will have submitted a completed entry form for the exhibit. The Exhibit Coordinator or designee will check that each art work is affixed with the completed corresponding "label", that participants initial the sign-in sheet and have paid the \$10.00 entry fee.

The Exhibit Coordinator will make a copy of the sign-in sheet for the host(s), and will remit the sum total of entry fees to the NECTArtGuild Treasurer at her/his earliest convenience.

The Exhibit Coordinator will identify an appropriate location for the NECTArtGuild guest book, and encourage the host(s) to ask patrons to sign the guest book.

When a sold art work is removed from the exhibit, the Exhibit Coordinator will find an appropriate replacement to maintain the integrity of the exhibit.

The Exhibit Coordinator will designate a date and time when participating artists can pick up their work at the conclusion of the event, and she/he will be present for the duration of the take-down. The participating member, or their designee, must present the "Receipt" from the original application for each entry in the exhibit in order to retrieve their work(s). If a participating artist cannot be present at this time, they can make special arrangement with the host(s) to retrieve their works at an earlier or later time. It is not the responsibility of the Exhibit Coordinator to take-down or transport the art works of members who do not show up, or have not made prior arrangements. No arrangements will be made to store works not retrieved at the designated date and time.

At the conclusion of an exhibit, the Exhibit Coordinator will complete the Exhibit Report (available on the website and in hardcopy) and remit this to the Recording Secretary for the historic record. Additionally, the Exhibit Coordinator will return the guest book to the Corresponding Secretary, who will add entries to the NECTArtGuild master mailing list.

Reception

If an art exhibit includes a reception, the Exhibit Coordinator will use the MOU to specify the date, time, menu, cost, etc. Costs exceeding \$200 must be voted on by NECTArtGuild members. The Exhibit Coordinator is responsible for communicating the proposed details of the reception at the earliest possible scheduled NECTArtGuild meeting and securing a vote to support the event. The Exhibit Coordinator will be present to manage the reception, encourage attendees to sign the guest book and collect data, as below.

Data Collection

It is in the interest of NECTArtGuild to aggregate and reference data related to costs, participation, sales, etc. to create a historical record for the organization. Using data from the revised (January 2006) sign-in

sheet, the Exhibit Coordinator will collect information including, but not limited to number of artists participating, number of works displayed, price range of displayed works, general description and price of works sold, cost of reception, non [guild attendees at reception, number of works sold during reception, number of works sold during general exhibit, etc. This type of information will provide a valuable data base for future budgeting and event planning.

Questions of Availability and Responsibility

In the event that the Exhibit Coordinator cannot fulfill any of the stated responsibilities related to the position, she/he may designate another guild member to fill in, and provide that person with all pertinent documentation and planning information.

Revised: November 8, 2006