

Exhibition Co-Chair

Attend monthly Board Meeting

Contact Gallery/Venue

Negotiate conditions/particulars:

- 1) Develop time line
- 2) Dates of exhibit
- 3) Title
- 4) Determine budget/costs
- 5) # of Artists or pieces accommodated
- 6) MBMAG furniture required – cases, pedestals, vitrines, shadow boxes
- 7) Advertising: postcards, social media, print if needed for show
- 8) Financial responsibilities: cost of show; shared cost
- 9) Food/reception

Present to Board

Announce to members – work with web manager and graphic artist to design announcement.

Determine:

- Date of opening (call to artists)
- Entry fee
- Closing date
- Where artwork will be collected
- Delegation of tasks:
 - Labels
 - Artist's book
 - Furniture moving
 - Setup for reception
 - Sponsors
- Date R&L due

Create spreadsheets:

Name, address, phone, email

Create or approve R & L

Proofread announcement, advertisement

Confirm with artists about pick up

Collect Work – verify with R & L

Collect bios, artist's statements, photo for Artist's Book

Deliver work to gallery/venue – get confirmation of delivery

Deliver furniture to gallery/venue

Curate exhibit – clean cases, vitrines, pedestals

Confirm with artists where to return artwork

Return furniture to storage

Report to Board