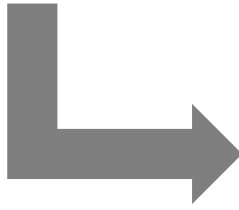


## Member at Large Up for Grabs Roles and Tasks

For our events / happenings listed here, the tasks below can be moved to other board roles



- Calls for Entries
- Events
- Exhibits
- Meetings
- Summer and Winter Parties
- Lectures
- Workshops
- Press Coverage
- et cetera

### ***Content Creator (5-20 hrs/mo)***

- Create website, Mailchimp ready, and social media graphics as needed for above events / happenings
- Create and send Mailchimp emails for above list of events / happenings
- Obtain, edit, resize photos and videos to create content as needed for website and social media
- Create slideshows of our members exhibit artwork for posting to website (requires photo editing)

### ***Exhibit Coordinator Assistant (5 – 10 hrs / mo)***

- Access and provide online submissions data via spreadsheets and send results with artists' uploaded images (via Dropbox) to gallery partners for all guild sponsored exhibits
- Move juried, or all-member show, selected artists' photos into a Dropbox folder for the gallery and guild PR team members to access

### ***Assistant to the Secretary (1 – 3 hrs / mo)***

- Download Zoom videos, edit video to size; upload edited Zoom recorded videos on Vimeo
- Send video link to Website Administrator to add link to appropriate website location