

## **Volunteer Job Description with Notes**

### **Operations Management for the FCAG Gallery (Artisan Depot)**

COORDINATOR: Works with task leaders ( described below) to make sure that the gallery runs smoothly and effectively. Sees that the gallery has a professional appearance and that art work is protected. Primary responsibilities of the coordinator include:

- Leading budget planning, implementation, and monitoring. Oversees purchases for gallery not related to reception and general supplies. (Gallery Budget for 2018-19 ready to present to Board of FCAG)
- Reporting to the Board on a regular basis
- Keeping gallery files in order (Show files (inventory of shows and publicity material) and sales files (receipts books and logbooks) these need to be turned over to the secretary for filing with Guild records at the end of the year. The member show and community show files have historical significance and should be archive. Sales files must be kept for 3 years.
- Keeps file of month records of sales by artist (provided by treasurer)
- Coordinating with the Cowan Development Corp on various issues including building maintenance, paying bills, and city services
- Keeping documents relating to the operation of the gallery current and available = ( i.e. artist agreements, operations notebook, community show sign ups, log book sheets, commission lists, inventory sheets, photography and video policy and jurying scoring sheets) Keeps sitters up to date with changes in operations.
- Trouble shoots issues with artists, customers, and CDC
- Works with other community agencies as possible to promote the gallery
- Works with outside events that involve showing or displaying art. May serve as LEAD or appoint a LEAD Major Events are:
  - Arts and Ales Member Show- February/March (2019 March 9<sup>th</sup>)
  - Farm to Table- August 5<sup>th</sup> (Assigned)
  - Heritage Festival-September 15<sup>th</sup> &16<sup>th</sup>
  - Tennessee Crafts Week-October 5<sup>th</sup>-14<sup>th</sup> (Assigned)
  - Southern Ladies Show-November 2<sup>nd</sup>-4<sup>th</sup> (Assigned)
  - Studio Tour-December 8<sup>th</sup> & 9<sup>th</sup> (Assigned)
  - Winchester Wriggle (Assigned)
- Works with Secretary to ascertain that contributing artists Guild dues are up to date and with scheduler to make sure that commissions are set correctly as determined by days worked /year