

Job Description for Exhibits Chair

One Year Term

Duties

1. For the Annual Exhibit of Members' Work . Director of Outreach will arrange for exhibit space for PHG exhibit on a timely basis usually 2 to 3 years in advance. and will sign contract prior to the exhibit date. Arrange for an Exhibit Coordinator to oversee details and hanging of the exhibit. Plan the theme (may adopt either the "Theme of the Year" or the ANWG Booth theme for this exhibit). Provide information to guild members via announcements at meetings and through the newsletter and the website.. Arrange for personnel or volunteers to plan and hang the show. Plan, print, and mail announcement cards (check gallery policy). Schedule gallery hostesses if required. . Arrange details for reception if scheduled. Arrange details for Gallery talk if scheduled. Contact juror if needed. Provide news releases and publicity material and digital photographs to the Exhibit venue coordinator for the Gallery to use in the format they require. . Calculate budget necessary for the venue and activity and turn in information the PHG Treasurer for budget planning and Board approval.
2. The Director of Outreach can be contacted for volunteers to help with any phase of putting on an exhibit.
3. Submit newsletter articles and website information about upcoming events on a timely basis. Generally, information should be placed in at least two consecutive newsletters prior to the event and two months in advance on website. .Call for volunteers can be three to four months in advance.

Budget

Budget will vary according to the venue of the exhibit. At MAC, PHG prints enough announcement cards for our needs and then we supply MAC with the number of cards they request for them to mail. We label the number permitted from our mailing list. MAC pays the postage for our list.

Other expenses include cost of designing and drafting the announcement card, ID cards for the exhibit, signage, setup expenses, props, correspondence, other communications and copying expenses.

Add reception costs, including paper service, beverages, etc. MAC reimbursed us sometimes in the past. New sites may have other costs.

Other Information

Currently PHG exhibits in these venues:

1. Multnomah Arts Center Gallery: Director of Outreach has initiated the request and will provide details regarding MAC Gallery (two years lead time) and turn over project to Exhibits Chair closer to scheduled date. (In 2013 Multnomah Arts Center now asks for proposals for exhibits to be set up on a specific schedule. Deadline for submitting proposals has been September of year prior to year of exhibit. September approval and selection for the following year schedule. As Sept. 2015 for year 2016. Information obtained and details obtained from MAC Gallery on line at MAC website. . Generally only allowed to use venue once every two years.

2. As of 2013 Multnomah Arts Center Lobby Showcases are no longer available for other users. They are reserved for the classes and workshops offered by MAC. 3. As of 2012 PHG is no longer affiliated with the Museum of Contemporary Crafts for exhibiting at their facility. However it might be possible to submit a proposal to exhibit in the Community Showcase venue.

4 Educational Exhibits have been provided to OFFF the last full weekend for several years. This is less formal event. Minimal budget usually for signage. No mailing of events notices. Director of Outreach submits information to OFFF in Spring prior to the printing of their booklet and sends requests for items to PHG website and newsletter .and personally contacts individuals by e-mail.. Generally two months to three months in advance of September meeting when items for the exhibit are collection. PHG tries to focus on OFFF focal fiber and focal technique whenever possible and provides educational signage to explain processes and materials.

Revised March 2013 LLW

Revised June 2015 LLW.