
Advertising Job Description

Summary:

The Advertising Committee provides a budget request yearly to the Board (re Advertising dollars) and where the advertising dollars shall be allocated. The Advertising Committee Position is not a board position, but the Chair or any of its members may be elected to the board. The Advertising Committee must be represented by at least one Board Member.

Monthly Hourly Commitment: Typical Monthly hours required for the Chair position are _____ hours /week or month

Meetings frequency: Meetings shall be held as required to assess the advertising needs of the Gallery.

Term Limits: This Committee Chair Position has a term of 1 year(s) and a new chair is nominated at the end of the term. The position does not have any term limits.

Sitting Credits: There are no sitting credits allocated for this committee or its members.

Duties and Functions: Duties and functions of the Advertising Chairperson and the Committee include, but are not limited to:

1. Do all graphic work and deliver print- ready ads required for any advertising contracted or other.
2. Posters for special events as needed
3. Maintain file of photos of artists' work. Photos are taken periodically to update this file.
4. Provide graphic help for any publications that are needed.
5. All Publications for Art in the Park, Poster, Trifold Brochure, etc.
6. Signs for special events as needed

current contracts:

- Weekly ad to the Bridgton News that is updated each week to reflect what is upcoming at the Gallery.
- Quarterly ad to Lakes Living Magazine. Some are full page color and some are quarter page full color.
- Sebago Lake Music Festival, full page color
- Deertrees Theatre, Full page b and w
- Billboard Sign Ad for Shawnee Peak Ski area.
- Chamber ad
- Other black and white ads such as Musher Bowl program ad
Specials to the Bridgton News

Art in the Park Job Description

Summary:

The Art in the Park Committee runs an annual event typically the third Saturday in July. Preparation happens year round. The Art in the Park event has typically generated one third of the revenues for the year earned by the Gallery. This committee provides a budget request yearly to the Board and where the monies shall be allocated. The committee also provides a detailed schedule as shown below in preparation for this event. The Art in the Park Committee Position is not a board position, but the Chair or any of its members may be elected to the board. This Committee must be represented by at least on Board Member.

Monthly Hourly Commitment: Typical Monthly hours required for the Chair position are on average **10** hours /month

Meetings frequency: Meetings are typically held at least monthly or as needed to support the demanding need of this Gallery function.

Term Limits: This Committee Chair Position has a term of **_1_** year(s) and a new chair is nominated at the end of the term. The position does not have any term limits.

Sitting Credits: There are no sitting credits allocated for this committee or its members.

Duties and Functions: Duties and functions of the Chairperson and the Committee include, but are not limited to:

1. Visit art shows to find new artists
2. Maintain list of calendars... forward to publications comm.
3. Send listings as found
4. Provide a detailed schedule as shown below.

1. August

- Develop timeline for next year's show.
- Meeting to recap Art in the Park.
- Identify artist for application mailing.
- Thank you notes sent for Art in Park just completed.

2. September

- Review feedback and act on it
- Identify new signage needed.
- Recruit volunteers for the committee.
- Identify items needed for Art in the Park contest.

3. October

- Identify sponsor possibilities and pricing levels for next year
- Edit and sent out first letter to past sponsors
- Review contents of artist's application packet.
- Identify items needed for show stakes/etc.

4. November

- Bring old banners to Muddy River for repair and date changes. Order any new signs needed.
- Print artist application mailing by Nov.15.
- Start collecting info for program booklet

5. December

- 12/1 artist application packets mailed out.
- Start recording artist application information, ongoing.

6. January

- Generate press release for Art in the Park Poster Contest.

7. February

- Art in the Park poster contest.
- Have people's choice award set up.
- Second sponsor letter sent with a deadline of May 1st in order to be published in advertising.
- Sell advertising... ongoing
- Member voting for winner of contest at monthly artist's meeting.
- Press release of winner of contest at the end of the month.
- Scan winning art for reproduction
- Start assigning artists' numbered spaces in order they are received. People requesting same spaces get it first, others as close as possible.

8. April

- Decide tee shirt color and design.
- Set up form to pre-order tee shirts.
- Order porta potties.
- Signup sheet asking for volunteers will be ready for artist's monthly meeting. Signup is ongoing through the next two months.

9. May

- May 1 – Deadline for sponsors to get their names published on booklet.
- May 7 – Final copy of booklet presented to the committee for approval.
- May 15 - Send booklet and poster to printers.
- Pre order tee shirt form ready for monthly artist meeting and wine and cheese.

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- Find judges for show - 2D, 3D, Photography. To be secured by the end of the month.

10. June

- Mail artist packet
- Press release early in the month featuring an artist oriented article pertinent to Art in the Park.
- Contact fire department to hang banners in July when hospital show banners come down.
- Contact police and parks dept to be aware of traffic control, turning on electricity, and mowing for the show.
- Pass out brochures to artists at artist's meeting and wine and cheese for a wider distribution.
- Send posters to be framed to be ready to give out to sponsors, gallery and town office at monthly wine and cheese.
- Tee shirt order placed on 6/1 to be ready for this month wine & cheese.
- Distribute pre-ordered tee shirts at monthly wine and cheese.
- Artist's show packet mailed 6/15.
- Show brochure/insert ready for printer – end of the month
- Reserve tents/balloons/tables

11. July

- Banners up by July 1.
- Advertising in Portland and local papers set up – early July.
- Weekly press release to local papers detailing information about Art in the Park.
- Show booklet sent to printer
- Stuff brochure/insert into booklets
- Finish volunteer schedule.
- 7/15 – Balloons ordered from The Flower Pot for delivery to the gallery.
- Spray paint numbers and sideline markers night before the show.
- Signage placed 8AM day of show
- Booklets at each end of path
- Hammer in space # sticks day of show.
- Include feedback form with artist info
- Collect signage... police the park
- Collect banners

Contract Coordination Committee Job Description

Summary:

The Contract Coordination Committee monitors the sitting needs for the Gallery and manages the turn around days. This committee maintains the Master list to insure all artists that have contracts are fulfilling their obligations to sit in the Gallery each quarter. The Contract Coordination Committee Position is not a board position, but the Chair or any of its members may be elected to the board. This Committee must be represented by at least one Board Member.

Monthly Hourly Commitment: Typical Monthly hours required for the Chair position are on average **5** hours /month

Meetings frequency: Meetings are typically held at least monthly or as needed to support the demanding need of this Gallery function.

Term Limits: This Committee Chair Position has a term of **_1_** year(s) and a new chair is nominated at the end of the term. The position does not have any term limits.

Sitting Credits: There are no sitting credits allocated for this committee or its members.

Duties and Functions: Duties and functions of the Contract Coordination Chairperson and the Committee include, but are not limited to:

- 1) The CCC will be in charge of putting together and maintaining the Master List
 - A. We will keep a record of sitting obligations from month to month and contract to contract.
 - B. When sitting requirements are either/or signup (such as 3–4) for sittings, we will keep a record of who did the least/most sittings and make sure the next contract is equitable.
 - C. Two weeks after the start of the contract period, we will make phone calls to those who have not signed up for their full allotment of sitting time. They will be asked to fulfill their obligation for sitting time.
- 2) We will make out a new snowbird form where members list who is sitting for them for each contract and who will be changing their space on turn-around day.
- 3) We will monitor the whiting out of names. Once a member signs up for sitting time, the name cannot be whited out until a replacement is written in. Also, The change should be noted on the master list. Members may use the master list to find members who owe sitting time. If all else fails and the sitting time is within two weeks, the gallery manager should be called to help. The gallery manager will use the master list to try to fill the sitting. If there continues to be a problem, call the CCC.
- 4) We will suggest to the board when letters need to be sent out to members for contract infractions.

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- 5) We will monitor turn-around day. The gallery attendant will call members who have not changed their space by 4:00P.M. on Sunday. On Monday morning, the gallery attendant will call those who have still not turned around when the gallery opens. At 11:00, the attendant will move all art into the back room that has not been changed. The CCC will then continue the calling process until all spaces have been turned.

We will monitor members who are late or who do not show up for gallery sitting. If a member does not show up and a replacement sitter agrees to fill in, the delinquent member must swap with that replacement sitter for one of or a portion of their sitting times that contract period. The gallery manager should be notified of the sitting change and the master list updated.

Education Job Description

Summary:

The Education Committee is an ongoing effort to continually provide education to our members, patrons and community. The committee also provides a detailed schedule including, but not limited to: upcoming educational events including guest artists, student show, workshops and open studio. The Education Committee Position is not a board position, but the Chair or any of its members may be elected to the board. This Committee must be represented by at least one Board Member.

Monthly Hourly Commitment:

Guest artist program - 4-6 hours per artist x 7 artists	= 28 - 42 total (20 - 30 chair)
Organizational (all chair) - 2-4 hours per month	
4 hours - newsletter	
2 hours - annual report	= 30 - 54 hours year (chair)
Winter guest artist - 4-6 hours a month	= 16 - 24 hrs year (14 - 20 chair)
Student show -	= 8 - 12 hrs (5-9 chair)
Miniature show -	= 10 - 15 hrs (mini chair)(5-4 hrs chair)
Camp show -	= 6 - 10 hrs (camp chair)
Printmaking day	= 4 - 6 hrs for each artist (6 hrs chair)
Open studio tour	= 15 - 20 hours (12 - 15 chair)
Special programs	= 12 - 15 hrs a year (8 - 11 chair)
Classes, etc	= 20 - 40 hrs (Cl. chair) (E chair?)
Attending Ed. meetings	= 24 - 30 hrs year per member

Meetings frequency: Meetings are typically held once a month.

Term Limits: This Committee Chair Position has a term of 1 year(s) and a new chair is nominated at the end of the term. The position does not have any term limits.

Sitting Credits: There are no sitting credits allocated for this committee or its members.

Education chair - total 124 - 179 hours a year (doesn't include attending all artist meetings)

Committee member (5 in winter, 7 in summer - 10 - 70 hrs (depending on how much the person does outside of the meetings))

Duties and Functions: Duties and functions of the Education Chairperson and the Committee include, but are not limited to:

Guest Artist Program: (June - Dec.)

1. Generate list of possible artists - year around
 - Some artists contact us, some ideas come from the committee, some from other

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- artists in BAG. Some from websites from Maine arts commission
2. Contact artists to get photos of their work (this can be anyone on the committee)
 3. Committee looks at photos and votes yes or no.
Some considerations:
 - a. Does the artist bring something a little bit different from what is in the gallery?
 - b. Is the artist going to attract attention (could be because they are very different and maybe even controversial!)
 - c. We like to have better known artists in the two summer slots
 - d. We like to have a craftsperson in the Dec. slot
 4. In the fall the committee decides which artist(s) the prime slots will be offered to
 5. Guest Artists are contacted by the chair in the order that the committee decides.
 6. When an artist agrees to a slot, Chair will send a cover letter and two signed copies of the contract. The artist must return the contract along with a bio, artist's statement and photos of work.
 7. Chair records the date of returned contract and must sometimes remind artists to return contracts.
 8. At the Education meeting someone is assigned to be the contact person for the artist. Artists have the chair's contact info, so if the contact person forgets, the chair must be the contact person (the chair does take one or two artists anyway)
 9. Two or three weeks before the opening of the guest artist the chair writes and sends out an article to the Portland Press and the week before to the Bridgton news and all other publications.
 10. The chair must make sure the list of updated guest artists goes to Holly and Nancy.
 11. Artist's photo of work and information goes to the printer three weeks before. Contact person arranges for the artist to receive post cards if she/he wants to mail out to their contact list.
 12. Chair introduces the guest artist at the gallery reception. If the artist is doing a reception of their own, chair makes sure it is publicized, a notice is sent to the list serve and to the people doing advertising for the gallery.
 13. Chair makes sure that a sign is made for each artist.

Calling meetings and other organizational details: (all year)

1. Chair sets the agenda and types it up for the monthly meetings.
2. Chair sends out an email message 3-4 days before the meeting reminding people
3. After the meeting chair types up minutes and sends to board
4. Twice a year chair types up a report for the newsletter
5. Once a year chair writes annual report and gives it at annual meeting or arranges for someone else to give it.
6. Chair creates the next year guest artist schedule by Sept. and sends it to Nancy and Holly
7. Chair keeps people informed about upcoming programs, etc.
8. Giving reports at artist's meetings or preparing report for someone else to do.

Guest artist spot (winter)

1. Committee comes up with ideas for special shows for winter (Aug. - Oct.)
2. Chair is responsible for communication with individuals who are doing shows.
3. Chair sends out emails to list serve if there are group shows involving our BAG members.
4. If postcards are involved, chair makes sure they are printed and sent out to membership.
5. Chair sends out publicity for these shows just like the guest artist publicity.
6. Shows like the Art in the Park Contest and Response to poetry:
 - a. Chair sends out reminders to members on email (2 or 3)
 - b. Chair and another committee member hang shows
 - c.

Student Show:

1. Dec. - Art teachers from three high schools are contacted and given dates.
2. Dec. - Trudy Wilson is contacted regarding college students.
3. Jan. - email is sent out to the list-serve asking artists to give up spaces for the student show
4. Jan. - Chair keeps track of names.
5. Jan. - Chair sends lots of emails to try and determine space needs of High Schools and USM artists.
6. Jan. - Chair has an estimate of # of spaces needed and asks for more volunteers from list if need be.
7. Jan. - Chair makes up a list of where the artists who are giving up spaces will be for the Jan. turnaround.
8. Feb - Write and send out publicity for the newspapers.
9. Feb. - There will still be many emails with questions from USM artists.
10. Feb. - Get photos for postcards. Make up the post card and send out. Make sure USM students get some in advance if they want them.
11. Feb. - Print off contracts for students and teachers to sign when they come to hang the show.
12. Send email reminders of dates to all art teachers and USM students
13. Day of hanging - make sure someone from the gallery is there to answer questions and collect contracts, tell students where to hang, etc.
14. Send reminder to list serve about student receptions.

Miniature Show:

1. March - send reminder to list serve along with rules
2. put notice in the paper for other BAG members (not exhibiting) to participate.
3. The following are the responsibility of the person who chairs the Mini show (has been Molly Mains for 2 years)
 - a. Select (with help of committee) a judge for the show.
 - b. Contact judge and secure date for judging.
 - c. Make copies of rules of show to leave at the gallery
 - d. Take care of publicity for show

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- e. Put labeled boxes in back for people to put works
 - f. Send reminder to people on when to leave their works.
 - g. Check to see if there are enough ribbons - order more if necessary
 - h. Hang show (takes two people -Molly and Cathy have done it every year)
 - i. Type up list of artist's names, titles and prices so that there are not tags cluttering up the space (There are just little dots with numbers on them)
 - j. Prepare papers and put out box for people's choice award.
 - k. Make sure forms for the book are all filled out and put in the back of the artist's book
 - l. Leave instructions for sitters on selling items.
 - m. Call to remind judge about date for judging.
 - n. Be there for the judging.
 - o. Get information about results to the papers.
 - p. Take show down - wrap art and put in back
 - q. Remind artists to come get their work
 - r. Check a week or so later and send reminders again if any are left.

Camp Show (This show is the responsibility of the Education committee but has been chaired the last two years by Lynn Harrison. The Ed. chair has only had to check in with her to make sure things were going ok. I am listing responsibilities here because when Lynn no longer wants to do it, the job will fall back on the Ed. committee)

1. Letter is prepared and sent to all the camps (or at least all of the ones who have participated in the past). Letter includes dates and deadlines, and rules of the show, etc. This goes out late May.
2. Keep track of replies from camps. If you do not hear from camps that have always participated, give them a call.
3. Try to determine the space needs. Usually requires two artists to give up spaces. Ask for volunteers and make sure those artists are in the proper spaces on the kiosk for the June turnaround.
4. Check on day that work is due that it is in the back room (may need to give a phone call if any are missing)
5. Check on supply of ribbons and order more if necessary.
6. Need two people to hang the show and award ribbons.
7. Be at the reception to meet anyone from the camps who come.
8. Get Bridgton News to come and take photos
9. Take show down and put works in back
10. Check a week later and give calls to any camps that have forgotten to pick up works.

Printmaking Day

1. Committee sets dates and decides if any outside artists will be asked to participate, which types of printmaking will be available, etc.
2. Committee decides who will bring what, who will do what.

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3. Someone secures the community center.
 4. Chair runs off posters - committee members put around the area, a notice went out to the local schools.
 5. Chair takes care of publicity in newspapers and invites reporters to come to the event.
 6. Approximately 6-8 artists set up the stations, ran them for the event and did the clean up.

Open Studio Tour (this was chaired by Eve Abreu for two years, but came back to the committee last year)

1. Some time in June artists from last year are contacted to see if they are doing it again and a general call is put out to the member ship.
2. We have always had a venue where artists without studios could come - it moved to the community center last year. The committee must secure this venue.
3. By the first or second week of July, artists should be set and chair must type up short artist bios and redo the map, & match artists up with the signs available.
4. Chair creates poster, runs it off and gives it to committee members to put up
5. No later than two weeks before, the maps go to the printer.
6. Someone picks up the maps and puts them at the gallery and at the Bridgton Information center.
7. Chair makes sure newspaper publicity goes out. Reporters are invited to take pictures the day of the event.
8. An email or phone calls go out to the artists a week or two before the event to remind them to pick up their signs. Chair makes sure liability forms are with the signs for the artists to sign and leave at the gallery.
9. On the day of the event or the day before the event the chair puts out two big signs - one outside of information center. One sign is placed on a sandwich board at park near Reny's.
10. Someone makes sure the community center is open for the artists to set up.
11. Chair reminds artists to bring signs back to the gallery.

Special Programs: (Includes slide shows, talks and demonstrations in Gallery, plein air series, winter gatherings, etc.)

1. Committee generates list of possible programs to offer
2. Someone from the committee contacts the person(s) to arrange dates, etc.
3. Chair makes sure publicity goes out to the members and newspapers.
4. Committee makes sure the presenter has what they need to make the presentation.
5. If the presenter is not from the gallery, someone from the committee is present to introduce the presenter.
6. If the presenter is being paid, the chair makes sure that is taken care of.

Classes, workshops, etc. (When this was done before, the entire operation was done

by the Edu. chair, including contacting artists, putting together brochure, all publicity, dealing with Affinity Arts, making sure artists had what they needed, keeping track of money and people signing up, etc. etc.) Now that someone has volunteered to head this committee (Janet Montgomery), we are not sure what it will entail for the rest of our committee. It will definitely be a lot of work for Janet. At this point we are just at the stage of what we might want to offer and whom we might want to offer it and where they might teach.

Gallery Affairs Job Description

The Gallery Affairs Committee is the general operational branch for the Gallery that maintains the look and feel of the gallery. Duties and functions of the Gallery Affairs Chairperson and the Committee include, but are not limited to:

1. Keep the Gallery looking professional and organized,
 - a. making sure pictures (2D Art) are hung correctly,
 - b. making sure there is sufficient Art in each space,
 - c. insuring each Artist has an Artist Bio on display,
 - d. insuring every artist has business cards available,
 - e. insuring one artists work does not overlap into another space,
 - f. insure each piece of art has an Artists card associated with the piece, and
 - g. to insure a 3D space is not cluttered
 2. Maintain a stock of expendable supplies,
 - a. See Expendable Supply List "Supplies List-June 21 2007.xls"
 3. Maintain an orderly appearance of the back room,
 4. Maintain an orderly appearance of the Kiosk area and Card Racks,
 5. See to it that outdoor signage is maintained including flags,
 6. Report any building maintenance issues to the landlord,
 7. Replace dim or flickering fluorescent bulbs as required,
 8. The Committee Chair shall organize the scheduled "Turn – Around Day setup.
 9. The Committee Chair shall organize the annual Gallery Maintenance Week, typically started on the last week of March to have the following work performed:
 - a. have the walls in the display areas patched and painted,
 - b. floors shampooed, and
 - c. coordinate re-opening the Gallery after Spring Cleaning.
 10. The Committee Chair or a board representative on the committee shall make regular (typically) monthly reports to the BAG Board and a yearend report at the annual meeting.
 11. The Committee Chair shall hold meetings as required with the committee members in order to support the functions of the Gallery Affairs Committee.
 12. The Committee shall coordinate the setup for each Turn-Around day with the Contract Coordination Committee to insure tools and supplies are available.
 13. The committee shall maintain the Opening and Shut down check lists.
- This Committee Chair Position has a term of ___1___ year(s) and a new chair is nominated at the end of the term. The position does not have any term limits.
 - The Gallery Affairs Committee Position is not a board position, but the Chair or any of its members may be elected to the board. The Gallery Affairs Committee must be represented by at least on Board Member.
 - Meetings shall be held at least quarterly to assess the needs of the Gallery.
 - The Gallery Affairs Committee Chair position has no sitting credits.
 - Typical Monthly hours required for the Chair position are: __3-4 hours /month.

List Serv Administrator Job Description

Summary:

The List Serv Committee manages the list-serve mail reflector. The List Serv Committee Position is not a board position, but the Chair or any of its members may be elected to the board. This Committee must be represented by at least one Board Member.

Monthly Hourly Commitment: Typical Monthly hours required for the Chair position are on average **XYZ** hours /month

Meetings frequency: Meetings are typically held at least monthly or as needed to support the demanding need of this Gallery function.

Term Limits: This Committee Chair Position has a term of **_1_** year(s) and a new chair is nominated at the end of the term. The position does not have any term limits.

Sitting Credits: There are no sitting credits allocated for this committee or its members.

Duties and Functions: Duties and functions of the List Serv Chairperson and the Committee include, but are not limited to:

- 1) Maintaining the Bridgton Art Guild List-serve
- 2) Check the list serv on a daily basis, sometimes it take 5 to 10 minutes of my time and on other days it can eat up several hours worth of troubleshooting.
- 3) Constantly checking my email to resolve user issues and add or delete user accounts
- 4) Make sure that things are up and running and that folks can send and receive email via the list serv. This is a job where one must be available seven days a week, all hours of the day.
- 5) Interact with Esosoft Corp. (accounting@Esosoft.net) This is the Group that provides our listserv services via the web. Since I've moved the list serv to this group, I have very little contact with them directly.
- 6) Other Duties
 - **BAG Exhibiting Artist Information Packet**
 - Currently this position is responsible for the creation and updating of "The BAG Exhibiting Artist Information Packet" the number of hours that I've put into this effort should be down to two or three hours a year to make updates and minor changes.
 - Make sure copies are available for new artists

Newsletter Editor Job Description

Summary:

The Newsletter Editors have the duty of preparing two newsletters a year that go out to all BAG members and artists in Gallery 302 in a timely fashion. Currently the newsletters appear in August and February. Duties and functions of editors include, but are not limited to **gathering** news and photographs, **writing** articles and pieces, **editing and copy editing** of pieces for content and style, **photographing and editing photographs** for newsletter, **layout** of entire newsletter, **preparing CD** for printer.

The News Letter Committee Position is not a board position, but the Chair or any of its members may be elected to the board. This Committee must be represented by at least one Board Member.

Monthly Hourly Commitment: Typical hours required for the joint position vary widely over the course of the year. During the final stages of releasing the newsletter the hourly time may reach 20 hours or more a week at peak times.

Meetings frequency: Meetings are typically held at least monthly or as needed to support the demanding need of this Gallery function.

Term Limits: This Committee Chair Position has a term of 1 year(s) and a new chair is nominated at the end of the term. Currently this Chair position is shared between the two members. The position does not have any term limits.

Sitting Credits: There are 8 sitting credits allocated for this committee and its members.

Duties and Functions: Duties and functions of the Committee include, but are not limited to:

Editors are in constant contact with each other for the preparation of the summer newsletter and, in the winter, through phone calls and email during the 2-3 week final preparation and layout of the newsletter. The hours required are not consistent throughout the year. Editors are available to photograph and interview during the summer months; they interview and write drafts of pieces. They go through several edits and copy editing passes on all of the prose and photographs that go into the newsletter.

1. Plan overall theme of two newsletters a year
2. Gather information from members for the MEMBER NEWS section. Edit.
3. Request a piece by one BAG BOARD MEMBER per Newsletter.
4. Either interview and write, or request piece and edit for News.

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5. Request and edit pieces by appropriate COMMITTEE CHAIRS (Education, Gallery Affairs, and Scholarship Committees in particular.) Edit.
 6. ARTIST PROFILE: Chose a member of BAG to be profiled. Interview and write draft, have copy checked by subject of piece, edit for content, copy edit, secure photographs, edit photographs, plan lay out, insert in news.
 7. Write EDITORS' CORNER section.
 8. Find and choose appropriate QUOTE for news.
 9. Write MARK YOUR CALENDAR! section.
 10. Keep BOARD OF DIRECTORS BOX info up to date and corrected.
 11. Photograph events for BAG news: Art in the Park, Art in Bloom, several guest artist events, receptions, special programs, classes, for example. Request photographs from other members for items of interest to BAG members.
 12. Edit photographs (color to black and white), style and size for newsletter, insert in copy.
 13. LAYOUT: Newsletter is prepared using Adobe Photoshop and Adobe Pagemaker in a format compatible with our current print house, *The Write Stuff* in Fryeburg, ME. By providing CDs of both the layout and included images in a suitable format, there is little formatting (and thus little expense) at this end. Once printed, newsletters are delivered and billed to Gallery 302.
 14. **Special Job Requirements:** Must be able to write, edit, copy edit prose. Must be able to photograph, edit, and resize photos. Must be able to handle Layout and prepare a CD for the printer. Must be comfortable with interviewing and writing up feature articles. Familiarity with and access to the following (or similar) software programs is mandatory: Word, Adobe Photoshop, Adobe Pagemaker.

Publication Job Description

Summary:

The Publication Committee manages the list-serve mail reflector. The Publication Committee Position is not a board position, but the Chair or any of its members may be elected to the board. This Committee must be represented by at least one Board Member.

Monthly Hourly Commitment: Typical Monthly hours required for the Chair position are on average **XYZ** hours /month

Meetings frequency: Meetings are typically held at least monthly or as needed to support the demanding need of this Gallery function.

Term Limits: This Committee Chair Position has a term of **_1_** year(s) and a new chair is nominated at the end of the term. The position does not have any term limits.

Sitting Credits: There are no sitting credits allocated for this committee or its members.

Duties and Functions: Duties and functions of the Publication Chairperson and the Committee include, but are not limited to:

1. Generate or coordinate press releases for Gallery events.
 - a. Guest Artists
 - b. Annual Shows
 - i. Mini
 - ii. Art in Bloom
 - iii. USM Student
 - iv. Camps
 - c. Receptions
 - d. Artist profiles
2. Generate or coordinate press releases for special gallery events.
 - a. Art in the Park
 - b. En Plein Air
 - c. Studio Tour
 - d. Lectures
 - e. Workshops
3. Review all copy that comes from the person organizing an event.
 - a. All copy being written by others should be sent to the Publications Chair for review before being sent to papers. Chair will then send in copy to various papers
4. Selectively send information provided to the following newspapers:
 - a. Bridgton News (bnews@roadrunner.com)
 - b. Bear Facts (editor@bearfactsme.com)
 - c. Conway Daily Sun (dailysun@mountwashingtonvalley.com)

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- d. Cornish Shopping Guide (ywsg@psouth.net)
 - e. Portland Press Herald (communitynews@pressherald.com)
 - f. Windham Independent (acolvin@windhamindependent.com)
 - g. Advertiser Democrat (newsteam@advertiserdemocrat.com)
 - h. Oxford Hills Observer (articles@turnerpublishing.net)
 - i. Sun Journal (communitynews@sunjournal.com)
 - j. Bridgton Chamber (info@mainelakeschambeer.com)
 - k. Keep Me Current (dharry@keepmecurrent.com)
5. Sit on the Education Committee as Board Representative and report to Board regarding meetings.
 6. Sit on Scholarship Committee.
 7. Act as Gallery manager when needed.

b) Scholarship Committee Job Description

Summary:

The purpose of the Scholarship committee is to award monies for student artists in local area High Schools that show promise in the art field. Holding raffles in the Gallery typically raises monies.

The Scholarship Committee Position is not a board position, but the Chair or any of its members may be elected to the board. This Committee must be represented by at least one Board Member.

Monthly Hourly Commitment: Typical Monthly hours required for the Chair position are: on average **XYZ** hours /month

Meetings frequency: Meetings are typically held four times per year.

Term Limits: This Committee Chair Position has a term of **_1_** year(s) and a new chair is nominated at the end of the term. The position does not have any term limits.

Sitting Credits: There are no sitting credits allocated for this committee and its members.

Duties and Functions: Duties and functions of the Committee include, but are not limited to:

1. Cover letters and applications are hand delivered to five schools in the Lakes Region area in January-
 - Windham HS,
 - Lake Region HS,
 - Bonny Eagle HS,
 - Oxford Hills HS, and
 - Poland HS.
2. The committee reviews applications in May so that scholarship awards can be announced for graduation.
3. Raffle tickets are sold from June to August and November and December. This requires participation of committee members at the receptions. Someone needs to be responsible for contacting artists to donate an item for each raffle and setting up the display, including the signage.

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4. During the summer months, a member of the committee (Polly Hayton) prints the names of the artists for the sign.
 5. A member of the committee writes publicity releases for these raffles.

WEB Site Committee Job Description

Summary:

The purpose of the WEB Site committee is develop and maintain the Gallery302/Bridgton Art Guild Web Site

The WEB Site Committee Position is not a board position, but the Chair or any of its members may be elected to the board. This Committee must be represented by at least on Board Member.

Monthly Hourly Commitment: Typical Monthly hours required for the Chair position are on average **XYZ** hours /month. At this time there is no estimate for the number of hors required. Once the site is in active development phase, more time will be required.

Meetings frequency: Meetings are typically held every six to eight weeks.

Term Limits: This Committee Chair Position has a term of **_1_**year(s) and a new chair is nominated at the end of the term. The position does not have any term limits.

Sitting Credits: There are no sitting credits allocated for this committee and its members.

Duties and Functions: Duties and functions of the Committee include, but are not limited to:

This committee is newly formed and is working on defining the new website. Activity among the members has been primarily via EMAILS.

This Committee will get images for all existing artists and all new artists joining the Gallery/Guild. This task will require scanning, organizing CDs, etc gathering contact information and web links, as well as other pertinent information.

This Committee will also be actively writing the verbiage for the site and will be provided to the web master. t this point, we will be meeting on a more frequent basis.

Once the site is up and running, this committee will provide updates on a regular basis to the web master.

President Job Description

Summary:

The president of the Gallery302/ Bridgton Art Guild is an executive position and heads the Executive Committee made up of the Vice President, Recording Secretary and Treasurer. The President oversees the operation of the Gallery, holds monthly meetings with its eleven board members, and holds regular meetings with the members. The President represents the Gallery and the guild and when possible promotes its benefits to the community at large.

Monthly Hourly Commitment: Typical Monthly hours required for the position of president are on average **20-30** hours /month.

Meetings frequency: Meetings are typically held every six to eight weeks.

Term Limits: This position of the president has a term of **1** year. The position does not have any term limits at this time. The members of the Board of Director elect the person to fill this position.

Sitting Credits: There are sitting credits allocated for this position.

Duties and Functions: Duties and functions of the Committee include, but are not limited to:

1. Oversee the operation of the Gallery
2. Hold monthly meetings of the BAG and Gallery302 Board of Directors
3. Hold monthly or as scheduled BAG member meeting.
4. Represent The Bridgton Art Guild and The Gallery302 at community events.
5. Has Check writing capability and signature authority
- 6.

Vice President Job Description

Summary:

The vice president of the Gallery302/ Bridgton Art Guild is an executive position and is a member of the Executive. The Vice President stands in for the president when the president cannot be present to oversee the operation of the Gallery, to hold monthly meetings with its eleven board members, and attend regular meetings with the members. The Vice President represents the Gallery and the guild and when possible promotes its benefits to the community at large. The Vice President maintains the new artist lists, promotes new membership, and invites new artists in to be juried. The Vice President assumes the role of President as a part of succession planning.

Monthly Hourly Commitment: Typical Monthly hours required for the position of president are on average **10** ours /month.

Meetings frequency: Meetings are typically held every six to eight weeks.

Term Limits: This position of the vice president has a term of **1** year. The position does not have any term limits at this time. The members of the Board of Director elect the person to fill this position.

Sitting Credits: There are sitting credits allocated for this position.

Duties and Functions: Duties and functions of the Committee include, but are not limited to:

1. Oversee the operation of the Gallery when the president is not available
2. Attends monthly meetings of the BAG and Gallery302 Board of Directors
3. Maintains the new Artists list
 - a. Pre-screens new artists to advise them about the Gallery rules and operation
 - b. Invites artists in to be juried.
 - c. Notifies new artists of available openings at the Gallery
 - d. Schedules new artists for training by qualified BAG members.
 - e. Follows up with new artists to insure their needs and ours are being met.

Reception Job Description

Summary:

The Reception Host(s) for Gallery302/ Bridgton Art Guild functions is required to circulate a list to the members for food and wine. The reception hosts' setup prior to each function as outlined by the checklist below. The wine table located in the back of the Gallery shall be staffed at all times. The host shall cleanup the Gallery after the event is over and insures the Gallery is presentable for business the following day.

Time Commitment: Typical time commitment is on the average **3-4** hours per reception.

Limitations: A member can volunteer to do as many receptions as they wish.

Sitting Credits: There are sitting credits allocated for this job. There are two (2) sitting credits allocated for each reception. One or two hosts can share the credits. Current guidelines require that the sitting credits for hosting a reception be used in the quarter they are earned.

Duties and Functions: Duties and functions of the Committee include, but are not limited to:

1. Generate list of "food providers" Combination of "signup sheet", internet (gallery list serve) & phone calls. Minimum of 20 food providers should be on final list. Money can also be collected from members that cannot provide food or wine. The reception host can use that money to purchase food to supplement the food table. Unused monies shall be given to the Treasurer and used by BAG for future functions
2. Check for reception supplies: clean tablecloth, napkins, paper cups, etc. Items that are low or have run out should be noted on the supplies list so Gallery Affairs can resupply the items.
3. Order 10 balloons for "signboard": call "The Flower Pot" 647-8140. They will deliver the morning of reception. Give them the gallery # 647-2787 call before delivering. Place Signboard and Balloons on the side walk outside the Gallery.
4. Reception Day- call gallery by 10:15 am to tell them of balloon delivery. Balloons are tied to the signboard. Signboard goes on the sidewalk.
5. Schedule people to monitor the wine table. The Wine table should contain no more than one red and one white bottle at the table at any given time. The glasses should be out on the table, **BUT NOT FILLED**. The Wine host shall fill a guests glass. The Wine host shall **NOT LEAVE THE WINE-SERVING TABLE UNATTENDED**.

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6. Both host (s') should arrive at the gallery by 3:45 to set up.
 7. Clean up after the reception: garbage must be put in outdoor bin- use rear door. Vacuum rug where needed.
 8. Returnable wine & other bottles should be taken to redemption center: money should be put in envelope & put in cash box.
 9. White tablecloths must be taken home and washed.

Gallery Manager Job Description

Summary:

Board members assume the responsibility of "Gallery Manager" on a rotational basis for the period of one week from Sunday through Saturday. Weeks are selected each quarter by the members usually resulting in two weeks per quarter.

Monthly Hourly Commitment: Typical monthly hours required for the position of Gallery Manager are on average 5 hours/month.

Meetings Frequency: No scheduled meetings

Term Limits: Board members assume this responsibility for the length of their term.

Sitting Credits: N/A - Board members do not have attendant responsibilities.

Duties and Functions:

1. Oversee attendees scheduled for the week of responsibility.
2. Notify all exhibiting artists that have signed up to sit for the Gallery during that week. Notification must result in a voice acknowledgement. E-mail and phone messages may be left for the sitter, but the sitter needs to respond directly to the Gallery Manager affirming their ability to attend the Gallery on the day they have chosen.
3. Gallery Manager should be available for support of the sitters during that week. If a Board Member cannot be available for a period of time, they should notify another Board Member to fill in for them. The President of the Board should be notified as a last resort.
4. Gallery Managers are not required to fill in for an absent sitter. Each exhibiting artist is required to sit 4-5 times during a contract period. It is their responsibility to find an alternate if they cannot sit on the chosen day. The Gallery Manager may choose to give assistance, but it is not a requirement.
5. When the Gallery must be closed for weather or other occurrence, the Gallery Manager will confer with the President of the Board and send an e-mail via Listserve to notify all the exhibiting artists.
6. Should a problem arise at the Gallery, the Gallery Manager is the first person for the sitter to call upon. The Gallery Manager may contact other Board Members, as the situation requires.
7. Gallery Manager should notify other Board Members of any exhibiting artist's status or contact information changes that may come to light during their week.

8. An updated exhibiting artist list with current contact information and a copy of the sign-up sheet should be kept on hand for the Gallery Manager.

Gallery302 and Bridgton Art Guild Job Description Summaries