

## Clay Fest Job Description

Updated February 2015

# Gallery Chair

**Duties:** Registration, Check-In, Display, and Voting

This committee chair works with the following:

**Clay Fest Registrar** - get list of Gallery-Only participants.

**Work shift chair** - verify names and jobs of Gallery committee members. Gallery committee positions are appropriate for out-of-town Clay Fest participants and Gallery only participants as all work is completed during the show.

**Building Chair** - marks out the gallery area, and orders the electrical wiring

**Gallery Set-up Chair** - coordinate wall/light/space design.

**Sponsorship Chair** - coordinate prizes for Best Booth, 1st, 2nd, 3rd place clay artist awards, get prizes from Sponsorship Chair, arrange presentation time for awards..

## Duties

- Check Gallery information in the Info packet
- Abbreviated Info Pack for Gallery-Only Participants
- Formulate Budget
- Check supplies and allow for replacement including ink cartridge.
- Notify committee members of the day/time they are needed:
  - Check-In: 3 people needed
  - Thursday 3 – 6 PM check-in gallery pieces, type labels, take backup pieces to storage area, Deliver ballots to info packet chair.
  - Friday, 9 AM - 1100 Check-in gallery pieces, type labels, take backup pieces to storage area. Enter names on tally sheet for ballots
  - Display: 4 people needed
  - Friday, 11 AM - 2 PM (move gallery pieces to the gallery and arrange display)
  - Sunday 5 PM (get all pieces out of gallery - fast - then clear all gallery supplies and back stock from bookkeeping room - take down gallery)
- Make sure needed supplies are ready for the show:
  - Check-In:
    - Computer (with template for gallery cards on desktop),
    - printer,
    - blank 3 x 5 index cards,
    - ink pens,
    - price tags,
    - scissors,

- 120 gallery check-in tags
- teller sheets
- laminated price tag info poster,
- power bar and extension cord.
- o Display:
  - Large step-ladder (make arrangements through building chair)
  - portable hand drills
  - hanging screws
  - double stick tape
  - touch-up paint for walls and pedestals
  - extra light bulbs
  - tag board (for map)
  - pencil.
- o Voting:
  - Ballots - 90 copies of ballot instruction sheet with small squares cut from 3 x 5 index cards in blue, pink, yellow and green attached
  - ballot box
  - certificate template on computer
  - certificate paper and 4 large manila envelopes..
- o Gallery Host:
  - Instructions
  - map of art pieces placement
  - Gallery Host work shift schedule
  - tag board sign: Gallery Host Will Return in 5 Minutes.

## **TIME LINE (approximately 14 hours)**

### **One month prior to show:**

- Get names of Gallery Only participants from Registrar (list will be updated just prior to show).

### **Two weeks prior to show:**

- Verify names and jobs of Gallery Committee members.

### **One week prior to show:**

- Send out e-mail or snail mail to each Committee Member and each Gallery Host Work shift person detailing their job description and their work schedule.
- Print out 90 copies of the Ballot Instruction Sheet in four colors (see handout), and staple a 3 x 2 1/2 inch card in blue, pink, yellow and green to each instruction sheet.
- Run off and cut into strips 120 copies of the Gallery Tags.
- Type up master work shift schedule.
- Contact Sponsorship Chair and coordinate prizes for Best Booth and 1st, 2nd, and 3rd place clay artist awards.

## **Day before the show**

### **Thursday -**

- Meet with Building Chair and Gallery Set-up chair to mark out gallery placement and coordinate wall/light/space design.
- Set up the Check-In area using Kids' Clay tables. Keep Check-in tables toward the back and out of the way of the set up for the cashiers. Make sure that extra index cards for Gallery Tags, gallery tag strips, ballot instruction sheets, and laminated "Pricing Sets" poster is on the check-in table.
- Work one three-hour work shift.
- Make sure people on the other work shift know where you can be reached.

### **Friday – Before the show**

- Continue Check- In
- After Check-in, move back-up gallery pieces, computer, printer and labeling supplies to the area in front of the bookkeeping room.
- Supervise display crew.
- Make a MAP on tag board of the gallery, showing where each artist's work is placed.
- Place ballot box in front area of Gallery for voting.
- Get prizes for awards from the Sponsorship Chair.
- Announce at 2 PM that artists may now come to the Gallery and vote.
- 4PM gather ballots and tally. Print certificates and award cards for Gallery pieces.
- Place award certificate and prizes, when possible, inside large manila envelope.
- Write the award, name of recipient and the prizes won on the outside of each envelope.

### **Friday at the Show:**

- Announce winners and award prizes at 7PM
- Meet with Gallery Hosts, go over instructions and give them clipboard with map of gallery and pencil.

### **Saturday - 9:30 am prior to show opening:**

- At 9:45 meet with Gallery Hosts, go over instructions and give them clipboard with map of gallery and pencil.

### **Other duties during the show:**

- At the prearranged make an announcement that the winners of Best Booth, Best of Show and 2nd, 3rd place winners will be made at 3:45 at the Demo area. Announce the winners starting with the 3rd place winner.
- Group winning pieces of pottery together in the Gallery with new Gallery cards.
- Continue to meet with each new Gallery Host Crew at the beginning of each work shift, and go over instructions and gallery map making sure that each sold piece has been replaced.

### **Sunday - End of show**

- Announce as soon as show closes that artists must pick up their gallery pieces. Also, announce that the Gallery Display and Tear Down Crew need to meet at the Gallery immediately for tear down.

For more information click this link to send us an email : [information@clayfest.org](mailto:information@clayfest.org) Subject: [Gallery Openings](#)