**Studio Tour Committee Job Descriptions**

**APPLICATION**

This person would edit the old application in the FormStack.com website, send it out to all members, shut it off after the deadline date, make sure all applicants are members, make sure pictures are attached, and have the info ready for whomever needs it. This is a priority item and could be completed by 2/26 to upload and send out. The application would come down in May on date of deadline. The Application Chair will also set up the Survey, set deadline and compile results.

**DISTRIBUTION**

**Administrator/s:**

• Recruit volunteers for the Distribution Committee

• Contact all Distribution Committee volunteers with a Plan, Calendar and Expectations of the Distribution Committee

• Compile and divide all of the Areas, Names of Businesses and Persons for the Distribution Lists

• Contact and Deliver to Alamance Arts the allotted Brochures for their generated Mailing list

• Divide all cases of Brochures into bundles for the Mandatory Meeting and for the Distribution Committee Areas

• Divide and Distribute the allotted Postage Stamps for the Studio Tour Participants at the Mandatory Meeting

• Meet with Distribution Committee at a designated place to hand out assignments and bundles of Brochures

• Collect and re-compile all feedback from assigned areas of the Distribution Committee after their distribution in preparation for the next year

• Share all materials and mentor the next Chair of the Distribution Committee.

**Individual Committee Members:**

Help with the dividing and distributing of the brochures.

Each committee member will be assigned a particular area to cover.

**PREVIEW**

This job entails finding a Preview Site and negotiating a fee. The site should have:

* Easy access
* Ample parking
* Appropriate area for display of art

Also, Preview chair will set up the following dates and relay them to the Application chair:

1. Dropping off the artwork 2. Pick up of the art date

Dates and times that preview is available Wrap up party date

Opening reception

Preview chair will also get estimates from potential caterers and work with caterer to set up menu for events.

* Schedule volunteers for 1 & 2 above.
* Maintain records/data
* Assist in setup and take-down of exhibit.

**PUBLICITY**

**Administrator:**

Assign tour participant volunteers the jobs necessary for promoting the Studio Tour. Jobs include a print-ad designer, a coordinator to identify appropriate print-ad venues, someone to write press releases writer and someone to make postings on Facebook and any other social media the Administrator deems important. Oversee volunteers and remind them of deadlines.

**Committee members**

**Print Ad designer:** Design ads for local newspapers and magazines per specs of the respective media. Include selected images of art and Tour logos. Make sure they are clear and concise with information.

**Print Ad Coordinator:** Contact local newspapers and magazines selected by Steering Committee for pricing and spec information. Share info with Print Ad designer and get with Treasurer for payment arrangement to respective media outlets.

**Press Releases:** Create press releases using <http://prlog.com>. They provide a template.

**Social Media:** Upload images to the Alamance Studio Tour Facebook page several times a week. Give a brief description of the artist and 3 images of their work.

**SECRETARY / TREASURER**

* Responsible for the receipt and deposit of all incoming Studio Tour fees and Supporter Donations.
* Maintains Studio Tour PO box
* Pays all invoices related to Studio Tour Expenditures
* Develops and maintains annual budget for studio tour
* Retains all financial documents required for annual audits
* Attends all meetings and records minutes for distribution to committee members and Guild Board of Directors

**SIGNS**

The group should ideally have three members. Chair would coordinate the committee members in accomplishing the following responsibilities. They are responsible for:

* Taking inventory of sign paraphernalia,
* purchasing any new paraphernalia,
* revising the date on the large board used in front of the Arts Council,
* revising the dates on the banners,
* packaging for distribution,
* distributing to artists, and at Mandatory meeting and,
* receiving the equipment and returning to storage unit at end of tour.

**STEERING COMMITTEE MANAGER**

* Call steering committee meetings, create agenda and head the meeting. Make sure everyone gives progress report
* Be sure and keep abreast of dates and deadlines and update the Artist Information Packet.
* Communicate with tour participants about dates and deadlines and anything else that may come up
* In the event a Steering Committee chair position becomes vacant, identify a person to fill the position

**SUPPORTERS**

**Chair**

The chair of the supporter committee will form a committee to visit area businesses to sell ads in the brochure for the studio tour as a supporter. They will provide information and application forms for each business and instruct committee members on the points to mention about advantages of being a supporter.

The chair will collect payment and information from the committee persons and turn the information over to the steering committee to be used in the brochure.

The Supporter Committee Chair will also be responsible for any thank you notes and innovations to events for each supporter.

**Individual supporter committee persons:**

Visit area businesses to sell ads in the brochure for the studio tour as a supporter. Show a past brochure and talk about the advantages of being a supporter. The committee member will also collect payment and information from the business and turn the information over to the steering committee chair.