

MAG Exhibit Venues Coordinator Duties

- 1 There will be one Coordinator or two Co-Coordinators who shall:
 - a) Be appointed by the MAG Board.
 - b) With the assistance of the MAG Board, solicit several members to serve as exhibit assistants. Ideally, there will be one person/team for each venue.
 - c) Organize, and advertise artists' sign-up schedule for all venues designated as Exhibit Venues or Special Exhibits by the MAG Board.
 - d) Receive artists' requests to show their work and schedule them according to request guidelines.
 - e) Organize the delivery of Exhibit Packets to scheduled artists.
 - f) Serve as a resource for the assistants and artists related to exhibits.
 - g) Work as a team with assistants to resolve issues related to artists and exhibit venues.
 - h) Solicit new exhibit venues as appropriate.
 - i) Provide information to newsletter editor and publicity chair on a regular basis.
 - j) Attend monthly MAG Executive Council meetings and advise and keep it informed.
 - k) Coordinate the updating of exhibit related paperwork.

- 2 Exhibition Assistants shall:
 - a) Facilitate the hanging of artwork at assigned venues according to MAG Guidelines.
 - b) One to two weeks before scheduled exhibit change-over:
 - i) Contact artists hanging and removing artwork.
 - ii) Confirm or reschedule date and time to change artwork within parameters of timing of the exhibit site.
 - iii) Review rules and procedures for hanging exhibit.
 - iv) Call exhibit site to confirm if possible.
 - c) Meet artists at exhibit site with toolbox --Hammer, screwdriver, pliers, wire cutters, other necessary tools, blue tape for cards, MAG cards, glass cleaner (water only on Plexiglas) and soft rag.
 - d) Coordinate exhibit change-over by involving all artists in loading/unloading vehicles, taking down and hanging art.
 - e) Replenish MAG brochures in rack.
 - f) Serve as resource for coordinator, other assistants and artists related to exhibits.
 - g) Notify Coordinator promptly if they are unable to fulfill their duties either for a specific scheduled date or an extended time so substitutes can be arranged.
 - h) Attend Executive Council meetings as they wish