

SOS Role Description – Exhibitions Co-ordinator

The Exhibitions Co-ordinator role has evolved over the last year as a role on the SOS Committee team, to give an added benefit to the members of SOS. The role involves organising and co-ordinating exhibition opportunities for members to sell their artworks across Suffolk.

Committee roles are voluntary, and all responsibilities are undertaken in their own time, with the actions spanning across the whole year. There will be sometimes of the year when some actions will be time pressured.

If more than one member would like to fulfil this role then that would help to share the workload, or members can volunteer to organise one event.

Travel and other expenses relating to the exhibitions can be reclaimed using the committee expense form.

The responsibilities will include:

- Develop a list of opportunities for exhibitions for the year ahead
- Liaise with venues to check availability and cost
- Co-ordinate the exhibitions for members, especially the Spring launch exhibition prior to the SOS June event
- Help with getting a team of members to assist with each exhibition
- Assist with creating the Conditions of Entry for the exhibitions and communications for members
- Work with website admin to set up stewarding sheet, application form and payment if required
- Working with the SOS committee and exhibition team to set up, curate and take down exhibitions
- Liaise with a graphic designer or committee member to create posters and promotional material for each exhibition
- Assess poster opportunities for each exhibition and order suitably sized posters for each event in plenty of time
- Work with committee to ensure all documents for each exhibition are printed including sales sheets, payment machine instructions, exhibition venue instructions etc.
- With the committee, agree a suitable date for the private view. Ensure glasses and drinks/nibbles are hired/purchased for the event
- Ensure SumUp machine is charged and ready for the event with suitable supply of paper for receipts
- If required, order wrapping materials including bubble wrap and tape in time for exhibition
- Liaise with a committee member to get the labels printed and mounted on foamboard prior to the exhibition
- Liaise with membership secretary to ensure all documentation is sent out to members when needed
- Ensure the stewarding rota is filled and updated with any changes
- Be at the setup and takedown of the exhibition or brief another committee member with responsibilities if not