

Job description

Artistic/Art Chair

The volunteer position of **Art Chair** encompasses: keeping history of shows and a current juror list, advising particular show chair as needed, and working closely with non-juried and fundraising shows. In regard to non-juried shows or fundraising events, the **Art Chair** will ensure that the work submitted is clean and in acceptable condition and is framed and matted according to particulars for gallery or location.

Show chairs will be provided a list of jurors to select from; the **Art Chair** will keep and amend this list. The show chair will have the prerogative to select a juror that is not on the current list; the information can be noted and the juror added to list by the **Art Chair**.

Problem issues from past shows may be avoided by the **Art Chair's** ability to reference past show histories and create notes on present shows. The **Art Chair** will need to get information from the show chair to keep information up to date and to catch any discrepancies before the show opens.

Art Chair will:

- Keep updated list of jurors
- Purchase, hold and distribute TAA award ribbons one year in advance.
- Keep list of galleries and contacts where TAA can exhibit
- Assist the show chair in finding a juror
- Help the president find appropriate gallery to have exhibits if needed.
- Keep documentation on jurors and galleries used by TAA