

Job description

Exhibition/Event Coordinator

This position is a “year-round position” and the name of the coordinator is listed in the newsletter, *Artline* with his/her phone number. The purpose is to assist with any TAA exhibition/event by finding volunteers. This position can be coordinated over the phone or by emails.

Exhibition/Event Coordinator is responsible for locating and recommending volunteers to help with any and all exhibitions/events sponsored by TAA using the membership roster. (*The TAA roster numbering system provides information about members that are willing to volunteer and in which area.*)

Direct communication with exhibition chair is necessary. Before each event the coordinator contacts the exhibition chair and finds out his/her needs for the event such as how many volunteers and what job they will need to cover for the event. In many instances, the chair has volunteers that will call her directly and may need only a few additional volunteers.

These follow up steps are recommended:

1. Find out from the Exhibition Chair what help he/she will need.
2. Contact active members who volunteer to help with exhibitions.
3. Have names and phone numbers of volunteers to be passed to the exhibition chair via phone or email for further assignments – time slats available.

After the exhibition:

She/He makes sure that all volunteers helping with the exhibition will get recognition for the help provided.