



## Oshawa Art Association Inc. Spring & Fall Art Festival Chair ~ Job Description

**Summary:** To chair a committee to organize and promote the annual Spring and Fall Art Festival Art Shows and sales.

This is a voluntary, non-paying position.

### **General Information:**

- Committee members are volunteers from the OAA membership;
- Typically, the Spring Art Festival takes place on the last weekend of April every year;
- Typically, the Fall Art Festival takes place the first weekend of October;
- The shows are open to members of good standing in the OAA;
- There is room for 70 artists and two (2) potters/sculptures;
- Artists can reserve a large space (2 panels) or a small space (1 panel);
- Registrations are accepted in the order they are received. When all the spaces have been allotted, artists can be put on a waiting list if desired;
- When registrations are complete, the names of all the artists are put in a container and names are drawn for the spaces, starting with #1;
- As an incentive to committee members, they may select their location;
- The panels to hang the artists' works and all other materials for the show are stored at an arranged storage facility.

### **Duties & Responsibilities:**

- Book facility for the following year's show(s) as soon after the Spring/Fall show has been held. Camp Samac will not book more than a year in advance. Contact for booking Council Hall:

Camp Administration  
Camp Samac, Camp Opemikon  
Phone: 905-571-1346, Ext 23; Fax: 905-571-7920  
Office Hours: Monday to Friday 9a.m to 5p.m.  
1711 Simcoe St. N., Oshawa, ON L1G 4Y1

- Create registration applications for the event to be sent out with the newsletter;
- Contact all committee members by phone or email and set date and time for meetings;
- Coordinate advertising, including placement of signs;
- Organize the transfer and setup of panels to Camp Samac;
- Organize free-will offering draw, including rental of sound equipment;
- Arrange for monies and cash register;
- Send show rules and layout to successful applicants;
- Forward artists' cheques to the Treasurer;
- Report the status (number of entries, arrangements, issues/concerns, etc.) at the Executive meeting.

See attached Gantt chart for all the jobs that need to be attended to.



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### Authorities:

- If an elected Director, voting privileges at all meetings;
- Handle artist and sponsor payments;
- Purchase signs, flyers, posters, brochures, programs, etc.;
- Book facility.

All purchases shall be reimbursed (save receipts for submission to Treasurer).

Every Director and Officer in exercising such person's powers and discharging such person's duties shall act honestly and in good faith with a view to the best interests of the Association and shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Every Director and Officer of the Association shall comply with the Act, the Regulations, Articles, By-laws and policies of the Association.

### General Qualifications & Skills:

- Basic knowledge of Microsoft Excel for maintaining member and sponsor lists;
- Basic knowledge of Microsoft Outlook for email.

### Revision History

Revision Date	Changes Made	Reason for Change	Approved by
22-Sep-10	Created Job Description	To establish roles of the OAA Executive	Ron Blackwell
05-Sep-13	Updated job functions	To comply with changes to Constitution	Ron Blackwell
10-Jan-18	Revised to include responsibility and authority (incomplete)	To comply with new By-Laws	Ron Blackwell
25-Jan -21	Updated and finalized job description	To finalize job description	Karen Coyle