

SHOW CHAIRPERSON RESPONSIBILITIES **(Overview updated Jul 2023)**

The following describes the general - overarching responsibilities of the chairperson. Many of these individual items will be accomplished by other individuals but the responsibility of ensuring they are completed rests with the chairperson. Tasks are often interlaced and do not always follow the same chronological sequence. Being a show chairperson is a big responsibility and will be many occasions when mistakes could be made. The information below is designed to help prevent the show chairperson from overlooking times when the complexity of the decision gets in the way of moving forward. Remember that it is very hard to have a foolproof system – especially if/when several individuals are involved in ensuring a task is completed. But the ultimate responsibility always rests with the show chairperson.

PLANNING CALENDAR: A calendar for planning the event is an essential tool for ensuring all the necessary functions of this position are being accomplished in a timely manner. A calendar will also give the chairperson time to intervene and fix minor issues that almost always arise. The chair person will need help to get things done. Get your team together early-on and determine who is and who is not dependable – but watch over everyone as they complete their tasks. Once the calendar is established for the event it's also a good idea to share it with those involved in putting the show together and on it identify who is responsible for getting what done. Here are a few of the tasks that you should seek help in accomplishing:

- Advertising/publicity
- Docent scheduling
- Reception planning & accomplishment
- Art processing-acceptance & return
- Gallery hanging team
- Venue preparation
- Thank-you notes
- Awards program

Remember that for those positions that do not get filled you will be the responsible individual to see that the jobs get done. (So seek as much help as you can early in the construction process) If you have put shows together in the past you may help the organization by training the person who will do the next show.

BUDGET: The board should set a budget for the event, have determined the venue and the show juror before an individual is assigned the task to chair the show. This doesn't always happen so the show chair should nudge the board to provide this information. Often the show juror is also a workshop instructor during the show and accomplishes these two functions at the same time. It is the chair's responsibility to work with the board treasurer early on and determine budget constraints. The fees for the venue and the juror should have been determined by the board and be in the contracts established between the board, the venue manager and the juror. The show chair must manage the budget that has been set by the board. If a flaw is seen in the budgeting process the chair needs to discuss this with the board and seek resolution. With most small watercolor organizations there is no room to spend money that is not in the budget. The chair must have a clear understanding of what is and is not included in the budget and be prepared to discuss with the board changes that will be required if the budget is to stay balanced.

VENUE: Venues are secured well in advance. The board has probably set the venue for the show even before the selection of the show chair has occurred. The chair will need to:

- Verify the venue with the board.
- Establish a point of contact with the venue.
- Ensure that the requirements of the venue manager are being met.

Establish the dates that will be key to the venue usage (i.e. shipping of art to the venue, setup of the venue, entry intake, art hanging, reception, juror duties, and disposition of art at the end of the show.

Determine the number of pieces of art that the venue can hold (This will later be passed to the juror of selection and it will determine the number of invited artists.)

Decide whether or not you will need to limit the number entries accepted for the juror to review for the venue. (The board should suggest that no more than five times the number that will hang in the venue)

AWARDS: The above information should be used to help determine the number and size of the award package for the event. This is often difficult to do since the size of the award package often depends on the number of entries in the show.

PROSPECTUS: The above information is needed before the process of writing the prospectus should begin because most of it is included in the prospectus.

HANDLING ART:

RECEIVING ART

Establish a location to receive the art into the show. A set of dates and location for receiving the shipped art, a mailing address and point of contact is required for shipped art. Most of the shows that take place now have the application process done either on-line or by email to the show chairperson. The initial review of the art by the juror will consist of the juror reviewing the art by looking at the submitted images and deciding from those images which paintings will be hung in the show. It is always a good idea to have the juror select an additional number of pieces to place on a wait list should an artist not be able to participate in the show.

Coordinate the time period the shipped art needs to arrive at the collection point. (This information will go into the prospectus.)

Depending on the quantity of art to be collected

Determine where the art will be unpackaged and inspected for damage.

Determine where the shipping materials will be stored for return of the art to the sender. Suggest placing the return labels on the shipping containers when the paintings are unpackaged so that there is no mistake in return shipping being in the wrong container. Also, keep all the packaging in the shipping container and use the same packaging to return the artwork that was used to send it to you. This sounds like it would be self-evident but often several individuals unwrap art at the same time and in their haste to hang the art the packaging gets mixed up.

Take photos of damaged art {even though our prospectus creates no responsibility for art damaged in shipping we need to provide this information to the sender for their claim.} After all the art is hung I usually take a photo of each piece just to be able to show how it was received by our organization before the show begins.

Determine the delivery and return method(s) for the shipped art to the show facility. A sign-in and sign-out of artwork by the involved artist or representative should be required before the art is removed from the show.

Determine the return method(s) and times for the art to be returned back to the artists following the show.

STATION APPROACH: One person (usually the show chairperson) should check the entry for Prospectus Compliance at the delivery point before hanging the art.

SIGNIN & SIGNOUT APPROACH: Art pieces are accepted and checked separately after artist departs. {This is the way our organization has typically accomplished this task}

PROCESSING: Establish a system for processing the art as it arrives at the venue. Review things like size restriction, changed images, medium used, glass versus plexi, etc. Give some consideration to what you will not accept before the art processing begins and what minor things can be correct at the intake site. If the receiving team is untrained consider training them in handling the art.

RECEPTION: Consider whether to host a reception. (This information should go into the prospectus).

Will the function be a standing or a sitting function.

Consider the size and scope of the event? Food, drinks, dinner??

Will there be individuals who can't attend from across the US? Is webcam coverage possible?

And if so, is the moderator well trained in the operation of the software?

Will the awards designations take place at the reception?

Can the juror be present? Will awards be presented?

If alcohol is involved a license to distribute is probably required. - consider liability

ART DISCUSSION OR ANNOUNCEMENTS: Require microphone/stand/projection etc

IMPORTANT DATES:

THE CALL FOR ENTRY: {OPEN & CLOSE} The chairperson will determine the dates for the call for entry and coordinate these dates with the board for approval. (This information will go into the prospectus)

THE SPAN OF TIME NECESSARY FOR THE JUROR TO COMPLETE THEIR DUTIES

Will the juror determine the art to be invited for the event from the total applicants or will a organizational team determine who will be in the show. This may affect the price for the juror duty since it may require a two step approach for the juror to determine 1) the art ""invited"" into the show and then 2) the awards to be presented to the best in the show.

How long will the juror need to select the pieces for hanging.

How long will the juror need to selected the awarded pieces and when will this be accomplished?

SHOW TIMES: The dates/times for the beginning and end of the show. (This information will go into the prospectus)

COLLECTION TIMES:

The dates and address for the collection of shipped art. (This information should be sent only to those invited into the show)

The date, time and location for the collection of the hand delivered art at the venue.

GRADING DATES: Determine the dates and times available to the juror of selection to grade the art.

AWARDS CEREMONY: Set the date/location of an awards ceremony. (This information will go into the prospectus)

RECEPTION DATES: If a reception is to be held, the location, date and time.(This information will go into the prospectus)

AWARDS: Coordinate the dates for the Juror of selection to privately grade the art and decide on awards. Then coordinate the date with the venue. Try to find a time when the venue is unoccupied or the minimum number of people are present. Then determine who will accompany the juror of selection during this process.

Will the juror present the awards?

Will the juror speak to the award recipients?

Will the juror take questions or make comments about the art in general – all art hung?

Purchase, create and distribute ribbons & Award Acknowledgement Certificates(signed by JOS /President)

Distribute awards. President – juror – Chair?

Acknowledge Sponsors

DRAFT AND FINALIZE THE PROSPECTUS: Write the prospectus must be approved by the board before publication.

COORDINATION WITH WEBMASTER: Coordinate with webmaster to publish posters, the call for entry, prospectus, invited list and awards list on the organizational website.

COORDINATION WITH MEMBERSHIP CHAIRPERSON: Ensure the Membership chair person has the list of those participating in the show so that points can be awarded toward signature status. (Note: wait until after the show is hung to ensure the list is accurate without question)

PROGRAM MANAGEMENT THROUGH A COMPANY OUTSIDE OF YOUR LOCAL ORGANIZATION:

ON LINE: Example: An on-line café website(www.callforentry.org) provides options to the show chairperson for the contract with the on-line management. These systems often require training on the part of the artist and training on the part of the person managing the system. The chair person will need to establish a contract, receive approval of the president and learn how to use the web site. This can be complicated for first time users. (NOTE: Recommend the contract be established about 6 months before the call for entry begins.)

LOCAL MANAGEMENT: For local shows establish a way to tag entries and determine hanging process. (Note: Recommend the use of a spreadsheet program like Microsoft Excel.)

PUBLICITY: Determine how much you want, what price you will pay and whether it will be local or national. Whatever is determined it must be within the budget.

GENERAL: Those who take on this responsibility should understand that they may not be on the board but should have one primary board member they contact with questions and concerns about the show. The better the relationship between this individual and the board the smoother the show will be to the public. Keeping everyone informed along the way is a key to a successful show. Coordination and personal communication skills are keys to success. Understanding and using organizational skills and writing skills are also essential to a smooth information flow. Spreadsheet utilization will help considerably with organization and explaining issues and timing to others.