

MAIN STREET ARTS JOBS

Calendar: The monthly calendar must be kept up to date, listing events and the days each of the gallery members is scheduled to work in the gallery. At each monthly meeting, the calendar will be discussed and edited if needed.

Community Outreach: Be the gallery's liaison at Martinez City meetings and report back to gallery members. Organize First Fridays (within and outside the gallery)and report to gallery members about events and changes. Scholarship searches will be held yearly and reported at a monthly meeting. A vote for dollar amount and recipient/s will be held at the meeting.

Curator: The "guest wall" will be designed and hung each time we host a new show. Oversee the artwork to be hung in each of the front windows.

Diablo Gazette/Downtown Martinez Newsletter and media list for press release: A short informational article about gallery guest artists and gallery events will be submitted monthly by the 15th of each month. The information in the article can also be used for a very short account of happenings (4 lines) to be submitted monthly to the Downtown Martinez organization.

Downtown Martinez Merchant meeting: Attend monthly meetings and report back to gallery members any items that affect the gallery or other DT businesses.

Downtown Martinez Events: Keep track of all events taking place in Downtown Martinez (beer crawls, wine walks, etc.) Apply for each event online. Apply for ABC License, as needed. Collect beverages to be served at the DT Martinez office on assigned date. Make sure event is staffed appropriately, that the "set-up" is complete, and that the ABC License is displayed at each function. Maintain communication with Downtown Martinez office.

Facebook/Instagram: Both of these social media formats will be updated daily with notifications about who is working in the gallery and guest artist/theme wall art. These posts will include photos, music, and brief informational text. Photos of guest with their purchases will be posted as well. Gallery hours, hashtags, and web links are included in posts.

Finances: Pay bills (internet, PGE, water, ADT, insurance, organization dues, quarterly sales tax, business licenses, & Secretary of State). Tally monthly sales. Prepare monthly spread sheet, prepare individual sales sheets for each member, write checks to members for their sales. Keep track of all sales and expenses for the year for K-1 preparation. Collect monthly dues from members, making receipts for payments (noting check #). Make bank deposits. Report financial standing monthly at gallery meetings. Make operational decisions.

Free Drawings: Create a rotating list of gallery members who will donate a piece of art to be given away each month. The list will be posted in the back room of the gallery and on

our “secret” webpage spot. The winner of the monthly art give-away will be called and photographed when they claim their winnings. Copy drawing forms to be used as needed.

Gallery Calendar/Published: All events will be posted on a calendar and will include the following: dates to hang new work, gallery meeting dates, guest artist receiving day/take down day, First Friday/reception, and special events.

Gallery Consultant: Maintain website, Mailchimp, Publicity, and Press Releases.

Gallery Layout Map: A map of any changes to walls will be included on a map, available in the back of the gallery and on our “secret” website.

Gallery Roster: A current list of all gallery members will include personal contact information. This list will be updated whenever needed.

Guest Artist Wall Coordinator: Find 4 “good” artists per year for Jan/Feb, March/April, May/June, Sept/Oct, and one Small group show for July. Give them the Gallery Agreement, have them sign the waiver, ask them send images and written info about the show/artist for our website. Collect the artist’s fee for the finance person. Relay that the guest(s) are expected to attend a reception while their work is exhibited. Schedule their reception on the First Friday. Schedule an art talk, if interested. Include artists’ names and show dates on gallery calendar.

Hospitality: All members are expected to welcome guests into the gallery each day we are open. Engage with every visitor. All members are expected to sign up for First Fridays (at east 5) and special events held at the gallery. If you are signed up for an event or First Friday, arrive 1/2 hour before to set up and stay 1/2 hour after to help with clean-up. Head of hospitality will organize each one in the group of 5 to: get ice, desk duty, wrap and bag art sold, hand out drink invitations, pour wine.

Membership: Keep an ongoing list of artists who are interested in membership. Contact interested artists and pursue other artists when an member opening occurs. Send, answer, and follow-up emails to perspective artists. Collect info about candidates to share with members. Create a list of candidates (with bios, and images of work) for membership to study. Lead the new ember voting at a gallery meeting. Send out congratulatory and rejection emails to artists. Update and provide orientation paperwork to new member. Meet with new member for orientation. Update gallery roster . Update job descriptions. Update gallery requirements. Coordinate responses to artists inquiring about the guest wall.

Purchasing: Purchase “back room “ supplies, to include: garbage bags, supplies, paper goods, office supplies, batteries, party supplies, bags, tissue, and large item expenses such as ladders, microwave, Square, etc. Make sure we **never** run out of supplies.

Signage: Order and pick up name plates for new members. Order and pick up signs for the windows, as needed. Order and pick up theme and name signs for guest artists.