

Member Job Duties

Pam McCauley – Finances, Taxes, Operational Decisions,

Jerry Hild – Gallery Maintenance, Front Window Monitor Data Entry, Help Curator with Guest Wall

Gwenn Spratt – New Membership, Update Gallery Roster, Update Member Job Duties, Help with Guest Artists

Bonnie Fry – Calendar

Olga Jusidman – Wall Curator for Guest Artists, Oversees Artwork Hung in Front Windows

Paula Oesterling – Meeting Secretary/Agenda/Minutes, Window Curator

Samantha McNally – Press Release for Guest Artists, Guest Wall Calendar, Zoom for Meetings, Gallery Layout Map, Notify and Photograph Winners of Gallery Drawings, NM Candidate List

Samantha McNally – **As Gallery Consultant** – Maintains Website, Mailchimp, Publicity and Press Releases

Nate Holbein – Downtown Martinez Events Coordinator, Community Outreach Director, Guest Wall Calendar, [Board Member of Martinez Art Association]

Dean Evans – Facebook and Instagram posting for Gallery Members, Facebook and Instagram posting for Guest Artists

John Tullis – Attend Quarterly Downtown Martinez Merchant Meetings, Purchase Supplies, Purchase Signs, Print Tickets for Monthly Art Giveaway

Mason Roberts – Downtown Martinez Events Coordinator

Denise Hillman – Monthly: Write Gazette, Write Downtown Martinez News Blurb, Liaison with the Martinez Art Association

Job Duties and Job Descriptions will be at our Secret Page.