

# DIAA Position Descriptions



## Exhibition Chair

### Position Overview

The Exhibition Committee shall have general charge of all exhibitions, including rules and programs, subject to the approval of the Executive Board. The Chairperson shall be elected at the Annual Meeting and shall appoint four other members.

### Responsibilities and Duties

- Prepares annual exhibition calendar and titles
- Prepares gallery space for events and exhibits
- Maintains and schedules cleaning of gallery area and maintains supplies
- Prepares all paperwork for exhibits and events
- Coordinates delivery and removal of work as well as exhibition setup
- Provides instructions to artists regarding sales, exhibitions and other areas as needed.
- Coordinate education experiences in the community
- Coordinate schedule for Artists at Work
- Coordinate schedules for workshops
- Advertise for and supervise Student Intern and provide intern with hands on learning and leadership opportunities

### Qualifications

- Active member of the DIAA
- Competent in computer and email use
- Has access to WiFi
- Strong organizational skills
- Available to discuss concerns with members and communicate these concerns to the Board