

Quilt Show Chair

Job Description:

- Plan and coordinate all phases of the Quilt Show sponsored annually by PVQA.
 - Conduct monthly meetings beginning in August of Quilt Show Committee, work closely with each coordinator providing support as needed to ensure a smooth running show.
 - Attend PVQA Board meetings and give monthly progress reports, and perform other duties as required and/or requested by the Board.
 - Work closely with Quilt Show Treasurer to ensure accurate records of Quilt Show accounts receivable and payable as accounts are to be audited and profits Transferred to PVQA Treasurer by May 1st.

Duties:

- Secure the fairgrounds buildings, arrange for deposit and rental payments, and provide fair grounds with equipment needs and layout.
- Create theme and supporting publicity and promotional elements.
- Select committee chairs.
- Monitor committee efforts.
- Complete master schedule.

Skills/Tools Required

- Ability to work well with people.
- Ability to keep track and monitor a multitude of various details.
- Good budget management skills to ensure the cost of the Show is as low as possible and the revenue is as high as possible.
- Computer skills in order to keep Committee informed of activities, updates and meetings and to document progress as it occurs for the binders.
- Good time management skills to ensure response to Committee member's questions/concerns in a timely manner as well as the ability to conduct meetings efficiently in a minimal amount of time.
- Ability to work well "under fire" and to be extremely flexible when the needs arise.
- Do any other duties that are required.

Note from Claudia Sammis: The quilt show chair is the ideal job for someone who is well organized, likes to work hard for a short period of time, and is able to delegate responsibility to others. During the past 26 years, we've had many show leaders who have left their creative mark; each show bigger and better. During those same years our core membership has developed the skills to run this major exhibition and fundraising event....and to teach new members how to mount this first class show.

Updated 4-2015