

Retrospective Artists Job Description

This section of the quilt show started in 2004 and has been included in the shows on and off over the years without any consistency.

Duties:

1. Work with Quilt Show Chair to select 1-3 artists.
2. Work with the editor of the Trailing Threads to feature the artists in upcoming issues.
3. As needed, assist artists with the selection of their work to be shown, depending upon the number of artists selected and the size of the quilts, a total of 16-20 quilts. *Refer to the 2015 notes and your Layout Coordinator.*
4. As needed, assist artists with completing the Quilt Show Entry Forms.
5. Work with Layout Coordinator to arrange for space.
6. Order any display pieces as needed from Equipment Coordinator.
7. Request signs from Signage Coordinator—would be great to have a photo on the signs representing each different artist.
8. Write “Meet the Artist” announcements for the Announcer Coordinator.

Publicity:

9. Develop/edit press kit questionnaire.
10. Edit material returned from the artists and forward to Publicity Coordinator by December 1.
11. Take photos of Retrospective Artists by December 1.

Set-Up Day:

12. At a pre-determined check in time, expedite quilt check-in process for the artists with Quilts Receive Coordinator.
13. Work with the Layout Coordinator to ensure the pipe & drape system is in place.
14. Begin display set-up under the direction of the Quilt Hanging Coordinator.
15. Take photos to use as reference for future coordinators.

Show Days (This was a “Meet the Artist” walk about lecture in the past):

15. Introduce the artists to the audience at their “Meet the Artist” walk about.
16. Assist the artist during their walk about, asking questions as necessary.

17. Sunday at closing, work with the Quilts Return Coordinator to return the quilts to the artists and load up their cars.

Follow-Up:

18. Write thank you notes to the Retrospective Artists.
19. Update job description and timeline if needed.

Updated 3-2015