

Signage Coordinator

Job Description

General: The Quilt Show requires some new signage to announce demos, times of activities, etc. It is your job to make these new signs, and any others that are needed. Access to a computer is essential. Graphics experience is useful.

Job Description:

1. Maintain sign and banner inventory.
2. Edit "Signage Request" forms and distribute to any Committee chair that needs them.
3. Monitor signage orders for duplicates.
4. Purchase materials as needed.
5. Prepare new signs as needed, and distribute to committee chairs.
6. During Quilt Show set-up, hang all signage and banners that are necessary. Be prepared to make any last minute signs for any changes in lay-out or set-up of show.
7. After the Quilt Show, take down all the signs and banners you put up, and be sure that they go on the truck, and back to the storage locker.