

Featured Artist Coordinator Job Description

Description: Work with the Quilt Show Chairman/Co-Chairmen and/or the Vice President of the guild if a Featured Artist has not been chosen for the Saturday program of the Quilt Show. Lecture/Trunk show should be 1-1.5 hours in length with product sales allowed before and after presentation.

Duties:

1. Contact and contract with Featured Artist.
2. Arrange transportation and determine costs.
3. Ascertain equipment needs and arrange with necessary persons.
4. Request payment check from Show Treasurer and obtain prior to show.

Publicity:

1. Request PR kit from Featured Artist.
2. Write article and send photos to Publicity Coordinator by September 1.
3. Write article and send photo to Trailing Thread for advance publicity to members.
4. Write article and send photo to Show Program Coordinator by January 1.
5. Determine signage needed and request by January 1.

Show Day:

1. Meet and greet Featured Artist. Assist with her/his program in any and every way needed—before, during and after.
2. Pay and thank speaker.
3. Take a photo of speaker and stage set-up for future reference and include in red binder.

Follow-Up:

1. Write thank-you note and send to speaker by March 15th.
2. Attend Quilt Show wrap-up meeting after the show and turn in binder with your notes and ideas for next year's show.