



Quabbin Art Association
Job Description: Exhibit Hanging Chair
Term of Office:

Contact Denise Fontaine-Pincince to volunteer at
dcfontaine@yahoo.com

Duties:

Pre-Exhibit:

Consult with exhibit scheduling chair regarding upcoming exhibit dates/details.
Announce the upcoming exhibit at the general member meeting.
Circulate a 'sign-up' form.
Send out email notification.
Tally member participation.
Verify current membership.
Arrange for several members to assist with exhibit hanging and take-down.

Hanging:

Set up a meet & greet table at the exhibit venue to accept and record artwork, paperwork and payment.
Receive artwork, completed registration forms, artwork ID tags (2 per piece), and \$5 exhibit fee (per artist)
Record payment received on each registration form.
Tape one art ID tag on the back, and one ID tag to hang visibly from the bottom left front of each piece of artwork.
Hang all exhibit artwork including the framed QAA organizations statement.
Mindfully arrange the artwork for overall eye appeal and to best showcase each and every piece of art.
Comply with the venue's gallery rules and regulations.
Keep the clipboard sign-up list and all registration forms for reference at the exhibit take-down event.

Take-Down:

Record the date of removal in the designated portion of the registration form as each artist removes their artwork.
(Note any special circumstances such as removal/take away by someone other than the artist.)

Post Exhibit:

Give the exhibit entry fees to the QAA treasurer for deposit.
Give the completed registration/liability forms, and other related venue records, to the Exhibit Scheduling chair for future reference.
Report participant information such as # of artists, # of artworks, art sales, etc. at the next QAA general meeting.