



MNWS Spring Exhibition

- Board title:** Spring Exhibition Chairperson
- Terms:** Volunteer minimum of 2 Years. Longer commitment is desirable.
- Requirements:** Complete Spring Exhibition responsibilities.
Attend and contribute to Board meetings.
Attend “In Person” events.
Interface with board members: Webmaster, Marketing and Communications, Newsletter, Workshop, Membership, & Treasurer.
Familiarize self with by-laws on www.minnesotawatercolors.com.
Coordinate and manage transition of role and responsibilities.
- Mission Statement** “To further the development of the watercolor artist by providing a supportive environment with education, exhibition opportunities, promotion of public appreciation and greater visibility of the art”.
- About the role:** The Spring Exhibition Chairperson manages the juried exhibition. Entrants may submit up to two pieces within the dates of entry. The budget includes the base amount (determined by the board), the amount received for registration, and the cost of awards. The objective is to break even. January thru April is the major time commitment. The awards ceremony takes the place of the members April meeting on the first Thursday of April. The chairperson will present the progress to the board at several intervals for support and approval.
- Responsibilities:**
- Find a venue and present to the board for support and approval. This should be completed 10 months to a year before the show.
 - Find a juror to choose final entries, select winners, and present awards. The judge may be coordinated with Workshop Chairperson, though not mandatory.
 - Collaborate with board to set schedules and dates for event.
 - Write and disseminate event information to membership via Marketing and Communications Chairperson (Mail Chimp) and Newsletter Chairperson (Brushstrokes) and Webmaster (Web page).
 - Manage “On Line” registrations which includes digital file of all entries for the juror to review.
 - Find contributors to supplement award monies or gifts-in kind, if desired.
 - Schedule Juror a final look at entries once show installed.
 - Create Power Point file once winners are selected. Project at the awards ceremony.
 - Assemble volunteers for art drop off /pick up, installation, and hospitality at reception.
 - Introduce the juror and assist with awards at the reception awards ceremony.
 - Apply your creativity and ideas for improvement.
 - Review/update guide for Spring Exhibition chairperson transition.



Experience Recommended

- Communication skills
- Interpersonal skills
- Organizational skills
- Computer skills: Google Drive, Power Point, Word, Excel or willingness to learn