

Lambeth Art Association
Job Descriptions for Executive and Convenor Positions

9. Title: Show Coordinator

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Prepared by (name and email): Cathy Burgoyne mcathyburgoyne@gmail.com and Marilyn Coert marilyn.coert@gmail.com

General Description of Position:

- Plan and coordinate the Annual LAA Show and Sale (see timeline);
- Prepare a budget proposal and present to Treasurer;
- Assemble show team by the January meeting;
- Maintain the Annual Art Show and Sale material, including the timeline;
- Use the provided record of members' attendance to establish Annual Art Show eligibility;
- Facilitate the creation of the card and posters; obtain quotations for same;
- Plan any associated special events.

Skills Required (technical or otherwise): Strong organizational skills. Ability to use Microsoft Word and Excel.

Approximate Amount of Time Required (daily, weekly, monthly, annually?): Between 2 to 10 hours per month depending on tasks and month. More as the event draws closer.

Can this job be shared/shadowed? Yes

Comments, Suggestions and Helpful Hints: Update the Show Coordinator's timeline document yearly and present it to the Executive in October. Share with the executive any concerns that arise throughout the year. See Show Coordinator Timeline for important details.