

Submissions Lead Job Description REV Jan 2025

Lead: Kelly Millard

Collect all submission sheets and submission fees.

Most of the submission forms and money are collected at the March General Meeting. The Show Coordinator designates a final submissions date, that is approximately two weeks before the show, to give the Submissions Lead time to have everything complete. If members are submitting after the March General Meeting, they must bring their forms and money to the Submissions Lead's home before or on the designated final submissions date.

The Submissions Lead will use Microsoft Excel to record monies received from members for submission fees and will give this record to the Treasurer along with the cash and cheques.

Catalogue all submissions

-All information from the Art Submission Forms is entered into an Excel spreadsheet. This information includes the artist's name, title of art work, price, framed, framed reserve, matted, matted reserve, oversized etc. To help, there is a template to follow.

-The club receives approximately 700 art pieces for each years show, so there is a fair amount of data to enter.

Make Wall Labels

-Once the art submission data has been entered into Excel, wall labels are made for the each piece of art using Microsoft Word and Avery labels.

-The labels are given to the Receiving Lead along with all of the original submission forms.

Lists

The art submission data is used to produce lists for the Art Show Catalogue (2 copies) and for the Receiving Lead (3 copies). The art submission data is also emailed to the Cash Desk Lead.

Note: Treasurer Brian Glasspoole has offered to manage this position but has requested an assistant with Excel/Word knowledge.