

Updated June 2025

PVW HOSPITALITY POSITION DESCRIPTION

Average hours: 1.5 (see note)

- Coordinate refreshments for PVW exhibits, which are usually twice a year at Saint Andrew's Church and at Green Spring Gardens.
- Request food dishes and/or beverages from artist participants, if necessary.
- Purchase in advance wine, non-alcoholic beverages, and paper/plastic goods, such as cups, napkins, and small plates.
- Before the event, and with the assistance of artist volunteers, set up tables, tablecloth, food, flowers and drink station.
- After the event, and with the assistance of artist volunteers, clean up and put away tables, utensils, and food containers. The kitchen area should be left as clean as possible.
- Store unused supplies and serving dishes/utensils until the next event. Obtain reimbursement for purchased items from the Treasurer.

Notes:

1. Assuming that a PVW reception will be from 1 to 3 PM, approximately 5 hours will be required on the day of the reception. Prior to a reception, the purchase of wine, beverages, ice, food, and supplies will require approximately 3 hours. Eight hours per event times two events per year will be 16 hours, divided by 12 months, will give you an estimated 1.5 hours per month.
2. Refreshments at PVW workshops are handled by the Workshop Coordinator.