

**POTOMAC VALLEY WATERCOLORISTS**  
**EXHIBITION CHAIR POSITION DESCRIPTION**

**Average hours/month: 55 hours**

- Attends board meetings
- Provides Finance Committee with an annual budget for exhibitions
- Researches venues to hold art exhibitions, negotiates and executes contracts and processes payments for each venue
- Conducts a search for a judge for each show, provide judge with details
- Prepares and distributes prospectus for each show to members
- Prepares timeline for each show
- Coordinates with Website Manager regarding posting prospectus on our website, creating SignUp form, preparing price list and participants list, setting up payment process, adding show dates to our website
- Coordinates with Web Manager about maintenance needs of exhibit guidelines
- Monitors online registrations, answers questions regarding submissions
- Coordinates with Website Manager regarding the preparation of show press releases
- Solicits volunteers for each show
- Solicits cover artist for show invitations – first, second, or third place winners from previous show
- Solicits members for paintings for St. Andrews raffle and prepares for raffle
- Coordinates with Graphic Designer regarding the preparation of show invitations
- Coordinates with volunteers in the mailing process for the postcards

UPDATED: AUGUST 2025

- Emails e-invitations to members encouraging them to send to friends, family, etc.
- Coordinates with Patrons' List Coordinator regarding sending e-invitations and/or postcards to our patrons
- Coordinates with Patrons' List Coordinator in the updating of the list
- Coordinates with Publicity Chair regarding notifying media and social media outlets of upcoming shows, monitor postings
- Coordinates with Hospitality Chairs regarding arrangements for show receptions
- Depending on venue, coordinates set up, assembles materials and lists for receiving, assigns tasks to volunteers, brings supplies to receiving for use in fixing paintings
- Coordinate with Website Manager for the preparation of painting labels
- Coordinates and supervises receiving, quality control and hanging process
- Assists judge on day of judging, requests bio and statement of his/her thoughts on show and winning paintings for posting on website and available at receptions
- Prepares and hangs ribbons on winning paintings
- Notifies winners of their awards, requests attendance at reception
- Notifies and provides Publicity Chair, Website Manager and Newsletter Editor with list of winners and winning painting images.
- Notifies members of winners
- Coordinates with Accountant for the preparation of checks for winners' prizes and judge
- Coordinates with Deb Conn for the preparation of award certificates

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- For St. Andrews show, inputs into Excel spreadsheet during the show, all sales information in preparation of payments by Accountant
- Sends Accountant breakdown of each artist's payment minus commission
- Requests checks from Accountant for all show expenses using Check Request Form
- Prepares after event report and statistics for each show
- Prepares annual PVW calendar for members and post on website
- Compare budget with actual expenses for each show