



**Exhibitions Committee Chair  
Job Description  
7.6.14**

**Term**

- **Two Years**
- Shadowing for the role begins in mid-September through December of the year leading up to term.
- Communications Chair will take office at the Annual Chapter Meeting in December.

**Description of Role**

The Exhibitions Chair is responsible for coordinating at least one art exhibit a year that is engaging and relevant to our field and ideally, to the theme chosen for the yearly conference. Will often work with other board/committee members to plan and develop workshops/events related to the exhibit. Educate and inspire the community with art exhibits/events that are socially and culturally sensitive.

**Desired Attributes**

Organized; Excellent communication skills; Ability to delegate tasks; Ability to motivate people; Creative; Committed; Pro-active; Able to show follow-through and reach out to others for assistance when needed; Desire to support and advocate on behalf of Art Therapy/Therapists in Illinois

**Responsibilities**

- Maintain membership in IATA and AATA
- Attend and actively participate in all Board and Chapter Meetings
- Assist President in preparing and submitting Chapter paperwork as delegated.
- Set annual goals at first board meeting
- Keep BOD informed through direct report to the Board Committee & Community Liaison as well as through attendance at board and chapter meetings, and written reports.
- Form a committee and lead committee meetings
- Take on additional responsibilities as requested by President.
- Secure appropriate venue for exhibits
- Create theme for exhibits
- Perform outreach to secure a committee of volunteers to provide assistance
- Select and acquire artwork
- Communicate with artists, IATA members and art space representatives
- Develop promotional material such as flyers and postcards
- Market events (reach out to various community members such as students, professors, art therapists and IATA members)
- Document exhibits/events
- Install and de-install artwork

**Approximate Time Commitment Per Week:** 1-2 hours. Hours will vary from month to month. Expect to begin preparation for events at least 4 months prior to date of events and set aside more hours during the month prior to the events.