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 though 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.