

**ELIOT INSTITUTE
ART SHOW COORDINATOR
(Revised February 2017)**

SELECTION: Selected and appointed by the Dean or by the Volunteer Coordinator with the approval of the Dean. Responsible directly to the person selecting them.

QUALIFICATIONS: A returning camper with a sense of Art Show tradition

**ART SHOW COORDINATOR
TIMELINE**

BEFORE CAMP

_____ Register for camp. If required, sign contract and Code of Ethics and return to Registrar.

_____ Regularly check the website job description for a new Revised date.
See www.eliotinstitute.org —> Volunteers —> Camp Jobs

_____ Determine with Dean(s) and Volunteer Coordinator when and where the event will be held.

_____ Will it be part of another event ? Tea dance? Auction?
_____ Space?

- Juniper Lounge: Works well due to its central location at camp, accessibility, overlap with Social Hour where snacks are for kids and adults, plenty of room for tables and easels and lots of wall space to showcase kids art (blue tape).
- Upper Colman: Suitable because of space and lighting. It is also advisable and helpful to have a separate area for children's art and refreshments. This is an ideal location if held in conjunction with a tea dance.
- Other spaces used: Meeting House

_____ Review and know Board policy on money made at Eliot camps.

_____ Notify campers in pre-camp newsletter that there will be an art show. - include suggestions of types of art to encourage participation (photography, painting, sculpture, paper crafts, jewelry, ceramics, woodworking, fiber arts: knitting, quilting, clothing/accessories, etc, or anything you've made and want to showcase). Participants need to be informed that their work cannot be nailed or tacked to the walls so they need to bring their own easels or display boards.

_____ Contact Children's Program Director about the opportunity for children's art created in the morning classes to be displayed at the art show. Ask them to let teachers know.

_____ Contact Youth Advisor and ask if they would let youth know there will be an opportunity for them to display their art work during camp, if they are interested.

_____ Decide if you want tablecloths, etc. for display tables. You may want to bring some or arrange for others to do so.

ARRIVAL DAY

_____ Attend staff meeting.

DURING CAMP, BEFORE THE SHOW

_____ Submit blurbs for the daily camp newsletter to inform campers of date and time of event. Ask those planning to bring work to let you know what space they will need. The day before let artists and volunteers know where and when to bring their items for setting up of the show.

_____ Inform participants that art work displayed at Seabeck cannot be sold on the Conference Grounds.

_____ Remind Children's Program Director that display of children's art created from the morning children's program is encouraged.

_____ Plan room arrangement and let Volunteer Coordinator know your plan including number of tables, chairs, etc.

_____ Recruit volunteers as needed to hang show.

_____ Arrange for refreshments. It has recently become the tradition to hold the art show during the Social Hour so refreshments are available there. If you want to do something special you will need to see if the Dean is willing to provide a budget.

ART SHOW DAY

_____ Have cards and pens/pencils available for the artists to fill out name and any info they'd like to share about each item. Have Blue tape available. Index card stock and Sharpies are recommended.

_____ Make sure space is arranged as requested.

_____ Assist volunteers and artists in display of art work.

_____ Make arrangements for people to remove their items and clean up after the event.

AFTER CAMP

_____ Within two weeks of the end of camp, submit a report to the camp Deans using the template they provide.