

LEICESTER SOCIETY OF ARTISTS (November 2021)

Title: Exhibitions Officer

Status: Officer

Tenure: Subject to annual re-election

Honoraria: £ 300 /£200 for a second exhibition in the same financial year

The Exhibitions Officer is responsible for the overall planning and installation of LSA exhibitions, acting as the main contact between the gallery and exhibitors.

Planning and Organising:

- Agree exhibition and preview dates with the council
- Book gallery for the venue
- Liaise with staff at the venue throughout the preparation and run of the exhibition
- Order any necessary equipment for installing the exhibition
- Liaise with the museum regarding plinths or cabinets for 3D work
- Book the gallery for the preview
- Update existing exhibitor terms and conditions, application forms, call for works and labels
- Collate the exhibitor entries for exhibition catalogue and the liaison with the relevant Officers on the catalogue production and proof-reading for accuracy (using an established shared spreadsheet on Google Docs)
- Organise any contemporaneous LSA events at the venue such as 'Meet the Artist'
- Liaise with the Graphic Designer and relevant Officers for signage and wall panels at the venue
- Liaise with the Council relevant Officers and Graphic Designer over publicity for LSA website and social media together with advertorials, press releases.
- Liaise with the Treasurer to ensure that all exhibiting members have paid the relevant fee accurately (using an established shared spreadsheet on Google Docs)
- Update existing Method Statement and RAMS docs for gallery (if necessary)
- Provide full list of works to gallery for insurance purposes and sales
- Liaise with gallery regarding the protocol for sales and commission fees in association with the treasurer
- Recruit volunteers for tasks from the LSA membership and council (tasks spreadsheet available)
- Liaise with LSA team to organise invitations

Hanging and taking down the Exhibition

- Organise a team to manage delivery of works to the venue and check the catalogue entries
- Prepare labels
- Organise a team to hang the exhibition and apply labels

- Curate the exhibition (or delegate this task)
- Provide any necessary equipment for the hanging team by updating the Exhibitions Box.
- Create signs, labels, badges where needed
- Organise a team of Council Members to take work down and wrap sold work and provide wrapping and labels.
- Liaise with Treasurer and the venue to ensure that sold works are signed for and that payments are complete

The Preview

- Plan the Preview evening and presentation of the awards
- Liaise with the council member dealing with judging and awards, arrange for judges to visit the exhibition and select prize-winning works
- Co-opt a Council Member to take responsibility for Preview refreshments
- Liaise with Membership and Council Secretaries to ensure that the President and other VIPs are invited
- Liaise with the council Member dealing with sponsors
- Thanks sponsors

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