Army Art

Catalogue Coordinator

1. 

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# Position Duties and Description

1. A Committee member should:

* Attend monthly meetings
* Assist with the setting up of the venue (during the day and/or evening)
* Work over acceptance weekend
* Work on Opening Night
* Work over the weekend of the show
* Assist with packing up the venue

## Role

The aim of the Catalogue Coordinator is to manage the production of the catalogue. This includes:

* Managing the Army Art Database
* Providing information to the Painting and Special Exhibits Coordinators on previous sales
* Processing entries into the database as they are received
* Providing rate and number of entries received to date information to the Painting and Special Exhibits Coordinators upon request
* Producing the sales books
* Producing the catalogue
* Liaising with the Treasurer to produce a list of payments to artists

## Skills Required

# NB: The person who takes this role must have Microsoft Access 2007 or later on their computer.

To fulfil this role the following skills would be useful:

* Be familiar with using a database system
* Good organisational skills
* Approachable and sensitive to the feelings of others
* Good communication and interpersonal skills
* Flexibility
* Eye for detail
* Impartiality
* Fairness
* Respect confidences

## Sub Committee/Meetings

* Sub Committees have been formed with the aim of reducing formal meeting times with each subcommittee having the power to make decisions relevant to their area without referral to the Army Art Committee
* The Catalogue Coordinator along with the Publicity Coordinator, Ticketing Coordinator and member of the Executive forms the Marketing Sub-Committee
* Refer to Sub Committee Operational Guidelines for subcommittee meeting and decision requirements

# Ensure copies of all formal letters, and relevant memos and emails are forwarded to the Secretary for recording and filing

* Provide entry statistics graph when entries start to be received

## General

* Any enquiries received are to be referred on to the relevant Coordinator – please do not second guess answers/responses/replies
* Grievances are to be dealt with privately away from the Army Art Venue, volunteers, guests and artists

## Sequence of Events

### Immediately After Appointment

* Install the database on the computer (refer to the Art Show Management User Manual for instructions)
* Practice using the system on a training database (ask questions of the previous coordinator if required)
* Produce a list of artists for the Painting and Special Exhibits Coordinators showing the number of sales for each artist over the years
* Get the Coordinators to return the list with each artist marked as:
* Invite; or
* Past (not to be invited ever again); and
* Details of new artists (Name, address, phone number, email, etc.)
* Modify the existing artists and enter the details of new artists into the database

### As Entries are received and forwarded on by Coordinators

* Enter the details from the entry form into the database (refer to the Art Show Management User Manual), checking all the artist details i.e. name, address, phone numbers, email etc.
* Provide Publicity Coordinator break down of suburb listing to enable targeted marketing

### One Month Prior to Opening Night

* Chairperson to provide article detailing previous year’s achievements and how the beneficiaries utilised their donations
* Print a draft catalogue (without the details of the artists’ work) for the Chairperson to review the static details

### Two Weeks Prior to Opening Night

* Print draft sales books and have the Painting and Special Exhibits Coordinators proof read them
* Make changes to the database as reported by the Painting and Special Exhibits Coordinators
* Print sales books. Make sure all Guidelines are inserted into the back of the sales books before they are bound (preference for laser printing)
* Produce painting numbers that require multiples (i.e. 165a, 165b, 165c) so the number can be printed the correct number of times (i.e. 165 x 3 times), laminated and provided to Painting Coordinator for Acceptance Day
* Discuss with printer the number of catalogues required – catalogues are recycled over Opening Night and the weekend so 1 per person attending is not required -
* Send a copy of the catalogue cover in pdf format to printer. The artwork is to be one pdf document not four individual documents. The catalogue cover needs to be printed a few days before the rest of the catalogue to allow for drying time
* Committee to provide details to be included in catalogue along with sponsors’ logos for preparation of PowerPoint presentation to be shown on Opening Night

### One Week Prior to Opening Night

Over the weekend after acceptance day:

* Check sales books for changes made during acceptance and enter any amendments into database
* Produce a complete draft catalogue for proof reading no later than Saturday midday
* Make any changes to the draft and/or the database (anything that affects the artist detail or item details will need to be changed in both the draft catalogue and database) by Sunday midday
* On Monday morning send (usually by email) the insert for the catalogue, in pdf format, to the printer. Make sure printer knows that catalogue has to be delivered to the show by no later than Thursday midday

### Weekend of Show

* On Saturday morning, enter the sales for Opening Night into the database (refer to the Art Show Management User Manual)
* Produce sales statistics for Opening Night from the database (refer to the Art Show Management User Manual) and provide Chairperson with copy
* On Sunday morning, enter the sales made on Saturday. This can be done progressively during Saturday (clearly mark off as entered)
* On Sunday afternoon, after pickup, enter the sales for Sunday. This can be done progressively during *S*unday (clearly mark off as entered). Complete sales entry as soon as possible following close of show.

### Monday Post Opening Night

* Check all sales have been entered into database
* Produce sales statistics for Saturday and Sunday and send to Chairperson
* Print out the payments that need to be made to each artist. Check and correct any discrepancies and re-print report.
* Send payment report to Treasurer along with envelopes or labels for each artist

### For the First Meeting after the Show

* Print out statistics and present results to Committee
* Prepare a list of suggestions to improve the show and forward them to the Secretary for discussion at the meeting

### One Month Post Opening Night

* Liaise with the Chairperson and update the Catalogue Coordinators duty statement
* Return updated folder to the Chairperson at AGM
* Provide a copy of the database to the Chairperson

# Other Relevant Documents

1. Other documents required and supplied separately are:

* Sales Book Covers
* Catalogue
* Art Show Management User Manual

Document Control

| **Date** | **Version** | **Sections/All** | **Name** | **Reason for Change** |
| --- | --- | --- | --- | --- |
| 14/02/2011 | 1 | All | Don Maskew | Initial Document |
| 13/02/2014 | 2 | All | Secretary | Format & standardisation of document |
| 20/11/20104 | 3 | 1.1, 1.3, 1.4.1-4 | Secretary | Refer Minutes 19th November 2014 – Action List |