

Cape Elizabeth Arts Commission Positions

Job Descriptions

As of 09/08/09

Chairperson

1. Provide agendas for business meetings.
2. Conduct monthly business meetings.
3. Make sure a room is reserved and the meetings are announced in advance to the public.
4. Conduct elections annually.
5. Submit an itemized budget to the Town Manager in February for the next fiscal year.
6. When coordinating with Community Services, make sure the role of each organization is well defined and that CEAC members set-up, attend and clean-up at the joint event.
7. Take ultimate responsibility that all Commission members perform their agree-to duties well and on time.

Vice Chairperson

1. Assisting the Chairperson in conducting Arts Commission meetings, facilitating Arts Commission business and representing the Arts Commission in regard to questions from the public. A reasonable familiarity with the proper conducting of a meeting is useful in assuring that Arts Commission business is carried forth with responsibility and effective use of members' time.
2. Art Purchaser/Labor Day Art Show
 - a. Call Town Manager in May to see if they want a Labor Day Art purchase committee.
 - b. As an art purchaser this position has included being responsible, (with two other members) for arriving at a final decision in regard to awarding a purchase prize for the town at the Labor Day Art Show. This entails an early visit to the show and a thorough examination of work entered for that purchase prize which is recognized by a color-coded tag. A member of the organizing committee for the show conducts the actual purchase of the art.

Treasurer

1. Notify Town Clerk of appointment and sign –up to receive the monthly account summary.
2. Make and file copies of Check Request Forms.
3. Submit receipts monthly with check request forms to the Town Clerk.
4. Read account balance at monthly meetings.
5. Verify monthly expenses with check requests that were submitted.

Secretary

1. Take minutes during monthly meetings, type, distribute (by e-mail) or (paper copy) to members, Town Hall and cc a copy to the CEAC file cabinet.
2. Typeset and revise commission forms.
3. File minutes, forms, and miscellaneous correspondence.

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Grant Program Coordinator

1. Have application form updated as needed.
2. Supply copies of application to pick-up locations prior to each application deadline (at least six weeks prior).
3. Submit articles to local newspapers announcing grant and winner of awards.
4. Help with collection and review of grant applications.
5. Communicate with grant winners and applications to answer questions, arrange presentations, etc.

Thomas Memorial Gallery Manager

Receive Gallery Applications

1. Presents Gallery Applications to Commission
2. Delivers Accepted Applications to Gallery Assistant Manager

Thomas Memorial Gallery Assistant Manager

1. Return letters of Acceptance/Rejections to Submitting Candidates.
2. Return all Artist materials submitted for review to Library Circulation desk for artist pick up.
3. Check in with exhibitors just prior to showing via confirmation email.
4. Check to make sure show is taken down on the last business day of the month.
5. When necessary take down exhibit and place in CEAC storage room if it is not down in time for the 1st of the month next exhibitor.
6. Coordinate and schedule CEAC Gallery Chaperone and confirm attendance via email the Wednesday prior to the Gallery opening.
7. Communicate with Community Services, Library and CEAC Gallery events.

Curator of Town Owned Art

This job description needs to be written.

1. Maintain and update the inventory of existing Town owned art.
2. Archiving
After last artwork has been chosen, the Curator will coordinate photographic archiving on slides (2 sets) to be stored at the Library and Town Hall.
3. Coordinate and Schedule Inventory Committee.

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