



Seacoast Artists Association

130 Water Street
Exeter, NH 03833
603-778-8856
seacoastartist.org

Shared Gallery Duties

Gallery Manager Duties: Mary Jane Solomon 603-778-3910

Assistant Manager Duties: Annick Bouvron-Gromek 603-583-5293

- 1) To maintain good customer relations.
- 2) To be available for problems that arise and to be comfortable with credit card problems and return problems.
- 3) The Gallery Manager will make the decision on the snow/weather policy.
- 4) The Gallery Manager has the responsibility to and reserves the right to refuse any work that is deemed unfit or sub-standard in presentation (with the Hanging Committee)
- 5) Be the contact person for artists with questions, gallery information or who have an emergency and cannot attend gallery (with the help of the Calendar Monitor)
- 7) Attend board meetings and give short report on gallery status
- 8) Orient new artists to the gallery.
- 9) Maintain an up-to-date member list, address, phone and email
- 10) Email to ask for coverage or to alert folks about issues, needs or events
- 11) Maintain waiting list of SAA members who want to come into the gallery and provide names to artists who wish to depart the gallery
- 12) Send annual letter in January with form (Memo of Understanding) to sign to renew gallery space

Now for the things that can be handled by the gallery members:

- 1) Monitor gallery facility to ensure clean floors and windows **Shared by everyone**
- 2) Monitor and purchase office supplies. **Elaine Sylvester 603-749-2504**
- 3) Order art Supplies (Mat Board and Foam Core) **Annalee Mack 603-868-1520**, (Watercolor Paper) **Doris Rice 603-964-9254**

4) Taking care of the indoor plants (**Doris Rice**) **603-964-9254** Outdoor plants **Pat Boyd-Robertson** **603-778-7028**

5) Marketing Committee, **Bonnie Demanche** **603-706-3306**,

6) Hanging Committee, Maintain and change Gallery.) Printing cards for each painting on display, a temporary card could be written by hand until they could be printed

Maria Simms **603-778-9862**, **Annick Bouvron-Gromek** **603-582-5293**, **Helen Hazen** **603-431-3173**, **Annalee Mack** **603-868-1520**, **Mary Jane Solomon** **603-778-3910**, **Bill Childs** **603-778-8498**, **David Thompsen** **603-440-5445**

7) Calendar Monitor **Annick Bouvron-Gromek** **603-583-5293** Please contact **Annick** only when making changes unless she is out of town, then you would contact **Mary Jane** **603-778-3910**.

8) Hospitality, taking care of receptions, set up, clean up and monitoring list for food from the Membership

Pat Boyd-Robertson **603-778-7028**

9) Featured Artist wall **Annick Bouvron Gromek** **603-583-5293**, **Bill Childs** **603-778-8498**,

10) Education Coordinator, schedules classes, demos, etc. that occur at the gallery. **Elaine Sylvester** **603-749-2504**

11) 2nd Sundays, contact and schedule artists for demos and workshops to occur the 2nd Sunday of each month at the gallery. Attend to unlock and lock up. **Doris Rice** **603-964-9254**, **Elaine Sylvester** **603-749-2504**