



## Seacoast Artists Association

130 Water Street  
Exeter, NH 03833  
603-778-8856  
seacoartist.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. Darlene Zahn 603-580-2631**
- 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, open**

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

**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, Sue Hennigan 603-502-3227**

**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, Maryclare Heffernan 603-502-3227**

**10) Education Coordinator, schedules classes, demos, etc. that occur at the gallery Revelle Taillon 603-548-6694**

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