

## Job Description

### Check-In and Check-Out of Artwork Chairperson(s)

1. Check-in is divided into two intervals when there are more than 30 entries: last names beginning with A – K and L – M.
2. Select volunteers for receiving artwork (See #3 below for specifics)
3. Assign one of the following responsibilities to each volunteer
  - a. Check painting entry criteria (<https://santaritaart.org/wp-content/uploads/2023/09/CRITERIA-FOR-ARTWORK.pdf>) (2 people) – requires a hanging kit to fix problems
  - b. Receive paintings and place number stickers on the right side of the canvas in order for it not to be in the visual field of the camera lens. (2 people – one for each half of the alphabet)
  - c. For the Members Juried Art Competition and Annual Members Show, runners are to place artwork under its appropriate numbered area either along one of the walls or up against one of the tables. (4 people)
  - d. For Briggs only, runners first carry the artwork to the photography station and once photographed place it under its appropriate numbered area either along one of the walls or up against one of the tables in the gallery. (2 people)
  - e. For Briggs only, record the names of the artists in numerical order as the photograph is taken. (1 person)
4. Preparation for Delivery
  - a. Obtain the total number of artwork submitted from the Entry Chairperson. Create number stickers for paintings prior to arrival
  - b. Obtain signage or create it for
    - i. Check Painting Entry Criteria
    - ii. Check-in of Paintings (one for each half the alphabet)
    - iii. Bios
    - iv. For Briggs only, Monitor Sign-up
5. E-mail the information in [Attachment A](#) to entrants about 3 or 4 days prior to receiving of artwork.
6. Set-up for the Briggs (Requires one hour prior to delivery time):
  - a. Coordinate with CPAC's Visual Arts Director prior to arrival to arrange for the following equipment:

- i. Depending on the number of entries that are over 18, ask for number of tables by dividing the number over 18 entries by 4. The tables will be arranged in rows in the gallery.
    - ii. 3 tables and 6 chairs for the receiving process
  - b. Place a second set of numbers, which correspond to the paintings, on the walls and tabletops.
7. Set-up for the Members Juried Art Competition and Annual Members Show (Requires .5 - 1 hour prior to delivery time):
  - a. Coordinate with Canoa Hills custodian at least several weeks prior to arrival to arrange for the following equipment: 3 tables and 6 chairs for the receiving process.
  - b. Place sets of ranges of numbers (for example, 1 – 10, 11 – 20, etc.) around the walls and along the 21 tables
8. For the Briggs (if juried) and Members Juried Art Competition, after the artwork is juried, have two volunteers available when unaccepted artwork will be picked-up to insure it is handled smoothly.
9. E-mail a reminder to artists 3 or 4 days prior to picking up their artwork at the end of the exhibit.
10. Check-Out (Scheduled for One Hour)
  - a. Arrange for two volunteers to insure all paintings are picked up except for the ones where previous arrangements have been made.
  - b. After 35 minutes, volunteers should call anyone who has not shown up to pick up their artwork.
  - c. For the Members Juried Art Competition and the Annual Members Show, collect any extra hanging equipment and return it to the studio.