

Gallery Monitor Scheduler

Job Description

The gallery monitor scheduler is responsible for getting artists exhibiting in the exhibit to monitor all the times the CPAC gallery is open.

1. Photo copy calendar page of the month that the show is held.
2. Collect a copy of Community Performing Arts Centers (CPAC) program guide.
3. Go through program guide and pick out dates and times that shows will be performed during the exhibit.
4. Record these dates and times pertaining to these shows on the photo copy of the month in which the exhibit is held.
5. Take a copy of this calendar to check in.
6. Have each person exhibiting in the Briggs Show sign up to cover a time to monitor the gallery.
7. Times to sit will range from 11:00 am - 2:00 pm Monday – Friday Note: In recent years, monitors were only scheduled for performances. For evening shows, monitors should arrive at 6:30 pm and stay till the end of the intermission, if there is one. For matinees, monitors should arrive at 2:30 pm and stay till the end of the intermission, if there is one.
8. The following papers should be left on the Gallery desk:
 - a. A list of artists in Briggs Show with their phone numbers (obtained from the Entries Chairperson),
 - b. A copy of the calendar containing the dates that artists have signed up for,
 - c. The instruction sheet for monitors (refer to [Attachment A](#)) on the Gallery desk.