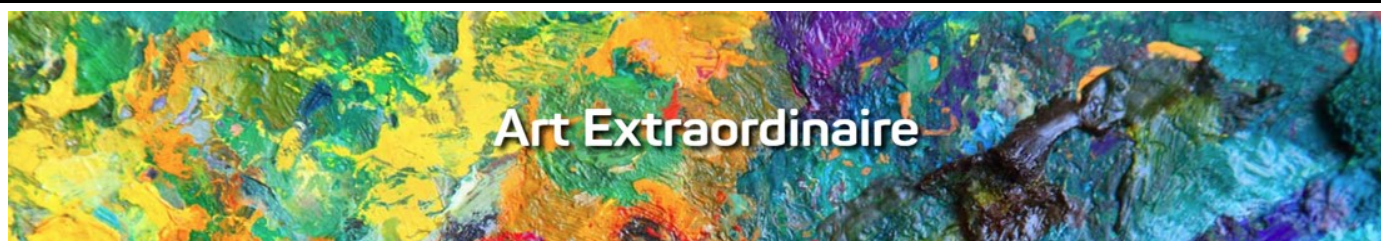




Art Extraordinaire

Committee roles and objectives

Role	Main Objective	Main roles and tasks
Chairperson (P&F Member)	Chair the committee meetings and oversee the Art Ex project management	Chair committee meetings and guide strategic/project decision-making, manage the master timeline and hall set-up and pack up timeline. Oversee the direction of the Art Ex project and its concept or theme. Conduct project evaluations and reviews. Prepare proposals on special projects (e.g. mural funding).
Secretary/Volunteer Coordinator (P&F Member)	Maintain and distribute all Art Ex documentation Increase volunteer recruitment and engagement. (In consultation with BCC Administration Staff, as/if required)	Take and distribute meeting minutes and agendas. Annually update master and hall set-up pack-up timeline. Update and develop project documentation and evaluation data, record keeping. Prepare and coordinate correspondence, such as thank you letters to volunteers and artists, items for the school newsletter, etc. Liaise with artists to distribute and receive entry forms and fees. Coordinate and liaise with school staff re: hall booking, lighting, sound, maintenance, website design and maintenance. Recruit volunteers and coordinate a centralised process for volunteer registration and involvement.
Treasurer (P&F Member)	Manage the Art Ex finances, income and payments	Access and manage the Art Ex bank accounts to receive income and pay invoices, etc. Coordinate the online ticket sales. Provide financial reports, advice and analysis on income, expenses, profit and loss. Manage cash boxes and cash income from weekend sales and tickets, etc.
Sales Coordinator(s) (P&F Member)	Coordinate the sale of art on opening night and weekend	Coordinate volunteers for sales. Manage the sales lists, tickets, sales processes.
School Community Liaison Officer (College Representative – Position Filled)	Promotion, advertising, community engagement and correspondence, school liaison.	With the committee, produce posters, flyers, signage, and digital and online promotion (e.g. newsletter, Facebook, Art Ex website, SMS, posters, street signage).



Art Extraordinaire

Committee roles and objectives

Role	Main Objective	Main roles and tasks
Advertising & Media (College Representative – Position Filled)	Promote the Art Extraordinaire	Promote the Art Ex to the school community.
Catering Coordinator(s) (P&F Member)	Coordinate and run the catering on opening night	Coordinate volunteers for catering and serving food. Plan and prepare food for opening night. Serve food on opening night.
Bar Coordinator(s) (P&F Member)	Coordinate and run the bar on opening night	Coordinate volunteers for the bar. Purchase wine and beer. Set up and pack up bar. Serve drinks on opening night.
Art Coordinator(s) (P&F Member)	Curate, receive and hang the 2D exhibition. Coordinate return of unsold art	Review and select new artists. Liaise with artists and promote entry. Coordinate volunteers to receive, hang, and pack-up and return unsold 2D art. Recommend and liaise with guest speaker. Manage process for art prizes.
Craft Coordinator(s) (P&F Member)	Curate, receive and display the 3D exhibition. Coordinate return of unsold art	Review and select new artists. Liaise with artists and promote entry. Coordinate volunteers to receive, hang, and pack-up and return unsold 3D art. Recommend and liaise with guest speaker. Manage process for art prizes.
Hall Set-Up and Pack-Up Coordinator(s) (P&F Member)	Ensure the hall is set up ready for hanging and displaying 2D and 3D art. Pack the hall up after exhibition	Coordinate volunteers to paint plinths, set up plinths, boards, lights, black curtains and jewellery boxes. Coordinate volunteers to pack up plinths, boards, lights and jewellery boxes.
Front Desk, Entry and Sold/ Unsold Art Coordinator(s) (P&F Member)	Coordinate front desk, ticket entry, raffle, prizes and foyer display. Coordinate the process for distribution of sold and unsold art	Set up entry foyer and desks. Coordinate volunteers for opening night, weekend door entry sales, and sold and unsold art distribution. Arrange raffle prizes and foyer display.
Exhibition Hall Coordinator(s) (P&F Member)	Manage the logistics and operations of the school hall over the weekend exhibition	From Friday to Sunday of the exhibition: Coordinate key roster, manage hall lights, hall music, lock and unlock hall (opening and closing up), general hall cleaning, tidying and maintenance, assist setting up artists in residence (Saturday)