



DVAL JOB DESCRIPTION 2024-2025

JOB TITLE: Site Selection Coordinator

MAJOR DUTIES AND RESPONSIBILITIES:

The Site Selection Coordinator is responsible for seeking out new venues relevant to the operation of the Delaware Valley Art League. This is not a board position, therefore attendance at monthly board meetings is not required.

DETAILED RESPONSIBILITIES:

- Develop a list of potential exhibition venues.
- Visit site and meet with venue contact to determine if there is a mutual interest and to ensure it meets DVAL requirements (a list of requirements will be provided).
- Prepare a detailed report of the facility to the Board for discussion/approval.
- After board approval, arrange to meet with contact to sign the contract/letter of agreement (provided).
- New Venues will then be assigned an Exhibition Coordinator to oversee the operation of the exhibition.