



DVAL JOB DESCRIPTION 2024-2025

JOB TITLE: Penn Medicine Valley Forge Exhibition Coordinator

MAJOR DUTIES AND RESPONSIBILITIES:

- The two Exhibition Coordinators (along with a team of volunteers) work together to ensure the success of all aspects of the exhibition from the jury process to the actual hanging of the show. This is a non-board position therefore attendance at monthly board meetings is not required.

DETAILED RESPONSIBILITIES:

- The Exhibition Coordinators assign responsibilities to a team of volunteers such as helping with jury process, delivery/pick up process, hanging art, preparing labels, etc.
- The Exhibition Coordinators are responsible for renewing the contract with the venue contact each year (forms are provided), maintaining and active list of volunteers and assuring that the DVAL Official Policies and Procedures pertaining to exhibitions are adhered to.
- Training is provided by former Exhibition Coordinators.