



DVAL JOB DESCRIPTION 2024-2025

JOB TITLE: Handbook/Membership Directory Director

MAJOR DUTIES AND RESPONSIBILITIES:

The Director, working with a team of contributors, is responsible for content development and the production process of the Handbook/Membership Directory. The person taking this position has the option of attending monthly board meetings.

DETAILED RESPONSIBILITIES:

- Communicates with the publishing company to establish deadlines.
- Establishes and communicates deadlines with all contributors (see below).
- Sends draft copy of the handbook to the typists/proof readers.
- Upon President's approval, sends final copy of the handbook to the printer.

HANDBOOK CONTRIBUTORS:

Program Director – guest artists schedules/bios/workshop info

Juror Procurement Director – juror schedules/bios

Exhibition Director – exhibition schedules

Membership Director – updated membership directory

Sponsor Procurement Director – Sponsor list with advertisements

Internal Review Director – schedule