



## **DVAL JOB DESCRIPTION 2024-2025**

**JOB TITLE:** Special Exhibition Coordinator

### **MAJOR DUTIES AND RESPONSIBILITIES:**

The Special Exhibition Coordinator is responsible for overseeing all aspects of an exhibition which occurs once a year at different venues. This is not a Board position, therefore, attendance at monthly board meetings is not required.

### **DETAILED RESPONSIBILITIES:**

- The Coordinator, working with a team of volunteers, coordinates all aspects of an exhibition from the jury process to the actual hanging/removal of the show.
- The Coordinator prepares the event prospectus based on information provided by the Board of Directors, handles the signing of any contracts or letters of agreement with the venue contact person (sample forms provided) and is responsible for assuring that the DVAL Official Policies and Procedures pertaining to exhibitions is adhered to.
- Training is provided by former exhibition coordinators.