STUDENT EXHIBITIONS COMMITTEE
GALLERY 102 // THE CORCORAN SCHOOL OF THE ARTS & DESIGN
COMMITTEE POSITIONS

**CO-CHAIRS (2)**
- Assist in the general running of the Gallery with support from the Gallery Director
- Plan and run the committee meetings
- Lead discussions regarding exhibition ideas with committee; help to plan the upcoming exhibition schedule.
- Support and assign responsibilities to committee members in their positions

**SECRETARY**
- Take the minutes at each committee meeting
- Maintain the membership list, adding emails to the MailChimp account
- Manage the loan agreements for each exhibition, corresponding with each exhibiting artist
- Manage the honorariums for eligible artists participating in an exhibition at Gallery 102

**TREASURER**
- Develop the yearly budget with the Gallery Director
- Work with the curators to develop/manage individual exhibition budgets
- Track Gallery 102 costs from the budget, return checks from curators/director
- Serve as the representative to GW Students Orgs and secure Student Org funds
- Request funds from other departments or student organizations when co-sponsoring an event or exhibition

**LEAD PREPARATOR**
- Manage the Gallery closet, keep it clean and organized, and perform regular clean outs
- Check the inventory of the closet on a regular basis, report any needs directly to the Gallery Director
- Communicate with curators directly to coordinate the installation and de-installation date and time
- Oversees and assists curators during the installation and de-installation of Gallery 102 shows
- Recruit and manage committee members during installation and de-installation
- Ensure that the Gallery space is returned to its original state of clean floors and white walls after each exhibition

**PREPARATOR(S)**
- Complete tasks as assigned by the Lead Preparator, which include, but are not limited to, maintaining the organization of the Gallery closet, assisting during the installation and de-installation of exhibitions, and the clean-up of the Gallery space after each show. This position requires a time commitment during weekends.

**PUBLIC PROGRAMMING COORDINATOR**
- Plan activities for the committee either at the Gallery, to visit other museums, gallery spaces, lectures, or other events. Approximately one per month
- Coordinate with treasurer to secure appropriate funds for activities
- Coordinate and execute the opening/closing receptions for each exhibition. Help to plan the reception with curators/Gallery Director, including food purchase, setup, and cleanup.
- Work with Gallery committee and outside organizations to plan events to hold both in and outside the Gallery. This includes, but is not limited to, poetry readings, dance performances, recitals, performance pieces, movie nights, etc.
PUBLIC RELATIONS TEAM

COMMUNICATIONS COORDINATOR
- Plan and execute press releases for each show through MailChimp. Maintain lines of communications with arts publications throughout the city – GW Hatchet, East City Art, DIRT DMV, Bmore Art, Washington Post, Washington City Paper, etc.
- Post exhibition details on the University Event Calendar, and through other media sources.

SOCIAL MEDIA MANAGER
- Develop creative social media strategies for each exhibition
- Manage the different G102 Social Media platforms – Instagram, Twitter, and Facebook.
- Post updates about calls for art, show receptions (creating events on Facebook and publicizing them), and interact with other members of the GW/DC community to encourage attendance.
- Post exhibition summaries/reviews, photographs of art, and photographs from receptions on social media.
- You must be present at openings/closings, artist talks, performances, and other events to both document and publicize. If unable to attend, you must make arrangements for coverage.

GRAPHIC DESIGNER
- Responsible for creating the poster/catalogue/and other promotional materials for each exhibition.
- Work closely with the curator and Gallery Director to create an image/aesthetic for the exhibition.
- Work closely with the Communications Coordinator and Social Media Manager to promote the marketing materials for each exhibition in a timely manner.