

Suffolk Plein Air Festival Coordinator
(Tasks, Assignments, Time Commitment, Fee and Scheduled Payments)

Tasks and Assignments

-Sponsors and Advertisers

- Oversees and ensures an organized and approved sponsor list that will be shared among the committee. Supports solicitation through follow up mailings, emails, calls etc.
- Billing, collecting logos/names for marketing, facilitate art credits, etc.
- Proof reader of all marketing materials.

-Community Outreach

- Logistics/set up

-Artist Coordination

- Set up onlinejuriedshows.com and ensure accuracy of information.
- Facilitate jury process. Notify artists of selection. Send first round of information to artists.
- Ensure that artists receive timely information leading up to (and after) event. Develop FAQ for artists. Be on call to answer artists' questions.
- Collect artist headshots, bios, websites, and work samples for booklet and other outreach.
- Visit painting locations and photograph. Create map for artists. Ensure signage at locations.
- Secure room rates at Hilton.
- Finalize awards for WPS and QD. Purchase ribbons, prizes and/or certificates. Ensure artists and judge understand categories. Create judging form. Liaise with judge. Ensure award payment.
- Coordinate details for artist check in and check out (e.g. secure location, volunteers, canvas stamp(s), welcome bag, pamphlets, goodies and coordinate stuffing.

-WPS: Wet Paint Sale

- Manage spread sheet of guests attending. (No physical tickets in 2025.)
- Monitor and work with committee and community to sell.

-Food and Alcohol

- Recruit bids from prospective caterers. Facilitate committee's selection of the caterer. Finalize menu, price, and other details. Liaise with caterer up until and after event, including head count and billing.
- Alcohol: Secure ABC license if needed. Purchase and inventory the alcohol. Recruit bartenders (or use caterer).
- Linens, glasses, plates, flatware and so forth: Secure rentals, contracts, etc.

-Parking

- Attain permission from nearby parking lots. Create a map of parking options and/or directions to email guests in advance.

-Other Details

- Music
- Decorations

- Audio for awards/announcements.
- Program: Determine speaking program and speakers at WPS, including award announcements and thanks to sponsors. Prepare talking points for speakers.

-Art Sales

- Tally art sales, and ensure consignment payment. Oversee sponsor credits.

-Marketing

- Collect information (e.g., artists bios, sponsor logos) for marketing, and proofread all materials to ensure accuracy.

-Other events

- For all events: Secure locations, secure any contracts for services/goods needed, recruit volunteers as needed, organize all details that are not otherwise handled by volunteers.
- Coordinate advertising, tent location, event announcements and Parks and Rec for Taste of Suffolk.

-Other details

- Name tags for artists, judge, volunteers, etc. T-shirts and/or aprons.
- Stamps (2) for canvases.

-Volunteer and Committee Facilitation

- Committee Chairs: Meetings: Set agendas for committee meetings. Facilitate discussion and decisions at meetings. Take notes at meetings, set meeting dates/times, and send notes and meeting schedules to committee members.
- Coordinator: Provide support for committee chairs as needed.
- Committee Chairs and Coordinator: Overall leadership: Take leadership role in trouble shooting any aspect of the event. Ensure that volunteers are fulfilling duties on schedule, and support volunteers with resources and information as needed. Recruit additional volunteers as needed, and be prepared to complete volunteers' tasks if needed in a pinch to ensure successful event.
- Committee Chairs: Liaise back to SCCA and SAL. Ensure that organizations have reviewed and approved schedules, budgets, and other major event decisions.

-Budget and Financial Management

- Develop budget for committee feedback, and SAL and SCCA Approval.
- Monitor budget throughout the year to ensure that we are meeting our targets – and work with committee/organizations to adjust budget as necessary.
- Bookkeeping and check writing.
- Ensure receipt and payment of invoices, and receipt of all expected income.

-Special notes: Staff assistance will be provided by SCCA and SAL with marketing including the Suffolk Plein Air website, art sales/processing during the WPS and QD (technology re squares) and set up and break down of special events, accounting.

-Fee

- \$9,500 (based on approximately 400 hours from the 2022 event.)

- 20% Discount on all Plein Air purchases with a maximum of a \$500 discount at the 2023 event.

-Payment Schedule

- The following payment schedule is requested. (10) payments of \$950 each will be due each month beginning January 1st 2023 and run through October 1st, 2023. Payments should be made to:

Contracted Time Period: 10/01/22 – 10/30/23