

Gallery Set Up Chair

This position is responsible for the set-up of the show Gallery. This covers the work necessary to install the physical Gallery space.

Book, pick-up and drive U-Haul truck, return once unloaded

Supervise the physical set-up of the gallery space

Contact committee members to explain responsibilities and project schedule

Arrange for walls, lights, shopping baskets, and pedestals to be available for the show's dates and arrange for delivery of these items from Georgie's, Eugene.

Ensure the Local Clay pedestals are moved on-site and refurbished as required

Coordinate and supervise the gallery set-up crew to install the gallery space (ie : walls, lights, pedestals, etc.) in coordination with Gallery Display Chair

Coordinate and supervise the gallery set-up crew to dismantle the gallery immediately after the close of the show

Ensure that all Local Clay pedestals are put back into storage Sunday night/Monday morning.