

## Job Description

*Updated January 2014*

### Useful skill set

### Registrar Chair

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- Strong organizational skills (paperwork management)
  - Strong computer skills : Database (currently MSWorks), mail-merge, and spreadsheet skills, creating pdf files
  - Email abilities (mass mailings, frequent e-mail communications, sending attachments/images)
  - Excellent communication skills
  - Ability to manage multiple events to a schedule
  - Attention to detail
- Committee needs** : none **Work shift needs** : none
- Duties**
- Develop a budget
  - Collect the application forms from the Post Office Box regularly
  - Enter the information into the database
  - Keep database up-to-date
  - Check with Local Clay Secretary to ensure all applicants are members of Local Clay
  - Manage the booth allocation process according to policy
  - Notify all applicants of the status of their application after the booth-selection meeting
  - Manage the DROP/ADD process and assign booths according to policy

- Provide Chairs with pertinent reports, labels, etc for the show
- Handle after-show duties : return checks to those who did not get into the show, revise database to reflect no-shows, transfer sales results into database, attend wrap-up meeting

For more information, contact [registrar@clayfest.org](mailto:registrar@clayfest.org)