

## **SCS Summer Exhibition Co-ordinator 2019**

### **Job Description**

The salary of £2,500 is based upon the equivalent of 20-24 days. This period mainly covers late May, June and early July as well as the closing down in late August and comprises part and full days, remote and on-site working.

**Job summary:** to co-ordinate the planning, set-up, running, dismantling and general financial management of the SCS Annual Summer Exhibition

**Supervision:** Responsible to SCS Committee with support from a nominated Committee contact(s).

The success of the exhibition relies on a great number of people carrying out a variety of specialist duties referred to below. The Coordinator's role is to ensure the management and smooth running of all these elements by offering continuity and being the main point of contact for the project.

1. Liaise with the **Society's Treasurer** to confirm a budget, put bookkeeping and cash procedures in place as required for the setting up and subsequent day to day running of the exhibition.
2. Liaise with the **Lead Exhibition Builder** to organise personnel for the construction and dismantling of the exhibition. Book a van and staff to transport and carry exhibition fittings to and from the gallery for set-up and break down of the exhibition.
3. Liaise with the **Exhibition Designer** to support the setting up teams of Exhibition and Shop
4. On **Handing in Day** coordinate with the **Exhibition Receivers Team** with the handling in of members work and to support the **Selection Committee** in their duties. To inform members to collect work not selected and ensure safe storage of work.
5. At the close of the exhibition liaise with the named **Desk Supervisor** to ensure that personnel are in place for safe and orderly collection of sold and unsold work and the distribution of work that is to be posted.
6. Liaise with the **Lead Exhibition Builder** to coordinate the dismantling of the exhibition display units and return these to lock-ups and ensure that the gallery is left in a satisfactory condition.
7. Transfer all completed bookkeeping details to the **Society's Treasurer**
8. Other **Duties** include:
  - Liaise with the **Rota Manager and Web Organiser** to ensure that volunteers are in place for all named and significant roles throughout the duration of the Exhibition.
  - Book **AA signage** in May.
  - **Position** the five SCS road-signs around Aldeburgh/A12.
  - Liaise with the **SCS Friends** regarding the organisation of an exhibition **Raffle**