

Heard Guild Presents: Marquee Artists Series Chair(s)

The Heard Guild Presents Chair(s) are appointed by the Education Programs Coordinator, with the approval of the Guild President, to plan and organize a series of presentations by Native American artists for Heard Museum and Heard Museum Guild members, as well as members of the public.

Tasks

- Lead the planning, coordination, and execution of speaker events for the Guild Presents: Marquee Artists series.
- Create a target list of potential speakers to present to the Guild leadership and the Museum stakeholders to ensure alignment and agreement on target artists to invite.
- Recruit the approved artists and schedule into the prescheduled time slots.
- Develop and maintain a detailed speaker timeline, ensuring all agreements are met and run smoothly.
- Facilitate honoraria, reimbursements, and other financial transactions related to speaker engagements with Guild Treasurer.
- Work with the artists to help them with technical needs as required for the presentation and to keep them engaged and committed to the presentation.
- Coordinate logistics for the events with the Museum Event Operations group (scheduling, venue setup, audiovisual requirements), the Guild Tech group (podium setup, content projection, and videography).
- Draft communications, and coordinate with the Guild Communications Director and the Educational Programs Coordinator to market the series.
- Establish and maintain relationships with other Guild committee partners and stakeholders to enhance event offerings and coordination.
- Prepare monthly progress reports for the Education Programs Coordinator.

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