

Holiday Art Sale Committee Chair/Co-chair

The Holiday Art Sale Chair or Co-Chair plan(s) and organize(s) the sale of art objects during the Guild Holiday Brunch (Brunch).

The Holiday Art Sale Chair/Co-chairs:

- Report(s) to the Guild Social Programs Coordinator
- Provides monthly reports and an annual report to the Guild Social Programs Coordinator
- Coordinates the Art Sale with the Chair of the Guild Holiday Brunch
- Procures art objects with the assistance of the Heard Museum

Tasks

- Works with the Heard Museum to determine a storage area for the art objects
- Researches the authenticity of the art and prices the art objects
- Supports the framing, cleaning and/or repairing of the art objects, as needed
- Provides written description and photos to accompany each art item to be sold
- Completes the request form for Heard Museum Event Operations Manager informing of any needed tables, chairs and afternoon date of set-up before the Brunch
- Coordinates with Heard Museum staff for the transportation of art objects from storage to and from Steele Auditorium the afternoon before the Brunch
- Coordinates with Heard Museum regarding easels, clip boards, pens, etc.
- Collaborates with the Guild Treasurer or his/her surrogate for the collection of monies for the sale
- Organizes volunteers to assist with the set-up, the sales tables, and clean-up
- Staffs the sales tables during the Brunch
- Records and tabulates sales slips for the Sales report to the Guild Board
- Returns unsold items to the storage area following the Brunch

Revised 5/24/2024