

Indian Fair & Market Chair

The Indian Fair & Market Chair (“Fair Chair”), appointed by the Guild President, plans, supervises, and implements all aspects of the Heard Museum (HM) Guild’s annual Indian Fair & Market to: (1) provide a marketplace for American Indian artists, (2) provide a unique cultural experience for the public, (3) provide an enjoyable work environment for the volunteers, and (4) raise funds for the Museum’s general fund.

The Fair Chair also provides works in close connection with the Guild Treasurer, the Staging Committee and his/her subcommittee chairs and Food & Beverage Committees, the Museum Liaison to the guild, prior Fair Chair as well as the appropriate HM staff. The Fair Chair helps the Chairs for following standing committees recruit (personally and through the Volunteer and Corporate Volunteer Committee):

- Admissions
- Artist Hospitality
- “Ask Me” Stations
- Best of Show Dinner
- Best of Show Security
- Booth Relief
- Corporate Volunteer Placement
- Cultural Performances
- Demonstrators and Non-Profits
- Food & Beverage
- Booth Monitors
- Raffles
- Staging
 - Permits
 - Signs
- Volunteer Placement

(The Juried Competition judges are selected separately by the Juried Competition Chair in coordination with the Museum Artist Exhibitor Chair.)

Tasks

- Keep the HM Director and Guild President apprised of plans and invite them to the general Fair Committee meetings. Reports progress and problems to the the Guild President and Museum Liaison to the Guild, as required, attends meetings scheduled by the Guild Board.
- Support the Museum’s campaign to obtain sponsorships and funding for ribbon, and awards for the Fair.
- Invites the Coordinator to all Fair Committee meetings. The Coordinator will attend whenever possible.
- Select all Fair Committee Chairs and ensure smooth turnovers.

- Work with all Chairs. Attend wrap up meetings and the primary planning meetings. Be aware of and help resolve issues and provide resources. Answer their emails and requests promptly. Be aware of the status of all Chairs. Coordinate tasks with the Committee Chairs and with the HM Staff.
- Review budget provided by the Guild Treasurer. Work closely with the Guild Treasurer in monitoring revenue and expenses.
- Sets up meetings and makes all arrangements necessary with the HM Coordinator for the Indian Fair & Market general meetings.
- Acknowledges by thank you note or other means, appreciation for the work done by the Committee Chairs.
- At the Fair Wrap Up Meeting in March, collects all Fair Chair reports for use by the next Fair Chair in preparing for the next Fair.
- On a triannual basis, reviews the committee job description posted on the Guild website and in the Committee Notebook to ensure they match. Makes any necessary changes and sends to the Vice President and to guildwebmaster@heardguild.org and requires the Fair committee chairs to review their job descriptions as well and to make necessary changes as needed.
- Prepares and submits copies of the Fair Committee report to the incoming Fair Chair and the Library & Archives.

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