

Katsina Doll Marketplace Hospitality Committee Chair/Co-chair

The Katsina Doll Marketplace (KDM) Hospitality Chair or Co-chairs, reporting to the Social Programs Coordinator, provide (Guild support for) a continental breakfast and light lunch for the artist participants and their families at the Katsina Doll Marketplace (KDM) event.

The Katsina Doll Marketplace Hospitality Committee Chair/Co-chairs provide(s) Guild support to the event which is sponsored by the Heard Museum (HM).

Tasks

- Collaborates with the Museum Shop KDM event Coordinator and confirms a date for the event and location
- Collaborates with the HM Director of Security regarding off- hours preparation/security at the HM
- Works closely with the Heard Museum Event Operations manager to plan and organize all logistics involving the event itself, including:
 - Reviewing scheduled judging activities, entertainment, and raffles
 - Overseeing the planning of the menu and food distribution
 - Contacting, as needed, other external parties, and committees to be present during the event, and advising of any required assistance
 - Ordering and purchasing food and supplies
 - Contacting the Guild Photographer to ensure his/her presence at the event
 - Recruiting, training, and scheduling volunteers to help set-up, provide food service at the event, and help clean up after the event
 - Coordinating with the Guild President to announce event information during Guild meetings, and other required assistance
 - Distributing flyers announcing event information
 - Collaborating with the editor of Happening Now to announce the event prior to the date of the event
 - Providing the Guild Treasurer with sales records and receipts for reimbursement
 - Providing monthly and annual reports to the Guild Social Programs Coordinator
 - Assisting in developing a budget.

Revised 5/24/2024