



JOB PROFILE

Sidney Fine Art Show and Sale
ArtSea Community Arts Council Sponsored Event
9656 Fifth Street, Sidney BC
250.920.8264
info@sidneyfineartshow.ca

Sidney Fine Art Show is one of the largest and most prestigious juried art shows on Vancouver Island attracting over 3,000 visitors to its annual Show in October. The Show is organized and run entirely by volunteers.

Sidney Fine Art Show has two major events held at Mary Winspear Centre in Sidney:

- **Adjudication** in early September for 4 days when all the entered art comes in to be sorted and juried and,
- **Show** in October (immediately following Thanksgiving), for 6 days: 3 days to prepare and present the art and 3 days open to the general public.

The Organizing Committee is looking for a volunteer Advertising Coordinator who can work with the Committee and our advertising agency, Holy Cow Communications, to manage advertising and production of all printed materials for the annual Show including the Show Catalogue.

Volunteer Position: Advertising Coordinator

Term: January - November 2020, hours self-directed to complete tasks

Reporting to: Sidney Fine Art Show (SFAS) Committee, Denny Gelinias, Chair

Key Responsibilities

- Manage the list of required printed products for the Show's promotion (e.g. Show catalogue, Patron cards, Postcards, Promotional Show Passes). A timeline for each product has been established.
- Liaise with Graphic Design personnel at Holy Cow for each product and request quotes when necessary for Show products.
- Manage Advertising and Print budget, report to Committee and Show Treasurer.
- Request quotes from printing companies for printed products.
- Discuss all quotes with the SFAS Committee for approval prior to any purchases, adjust with companies as necessary.
- Track advertising/graphic design timelines, adjust as necessary.
- Liaise with Media Buyer at Holy Cow, discuss proposed advertising media buys with SFAS committee.
- Track Sponsor advertising space allocations for catalogue per the Sponsor Catalogue Advertising spec sheet.
- Liaise with Show Sponsors and Holy Cow to ensure camera-ready artwork is provided for Show catalogue.
- Prepare mock-up of Show catalogue (optional).
- Keep copies of all print materials for SFAS archives.

Time Commitment

- Attend Organizing Committee meetings (1-2 hours twice a month January to June, once a week June - October).
- Good time management required. Expect to commit 10 - 12 hours a month, January - June.
- Time commitment increases in July - October preparing for Adjudication in September and Show in October.

Skills Required:

- Self-starter, able to work independently and meet deadlines.
- Proofreading experience, hard copy and computer.
- Good communication with email, telephone and in person.
- Familiarity with basic computer programs such as Word, Excel, PDF, email and Drop Box/Google Docs.
- Familiarity with printing terms is an asset but not mandatory.



VOLUNTEER GUIDELINES AND CODE OF CONDUCT

ArtSea Community Arts Council
9656 Fifth Street, Sidney BC
250.656.7400

volunteer@artsea.ca

Volunteer Guidelines

- ArtSea is a volunteer-run organization that works to ignite interest and appreciation for all forms of the arts and cultural activities on the Saanich Peninsula. Activities are open to the entire community, welcoming artists at all levels, from emerging to professional artists, arts and culture groups, students and community members curious about the arts.
- The Board of the ArtSea Community Arts Council recognizes the valuable role volunteers have had in its history and will play in its future. The Board ensures that there are fair, consistent and equitable procedures pertaining to volunteer practices and performance.
- Volunteers are individuals who, without expectation of payment, contribute time and service to the ArtSea Community Arts Council in the belief that their activity will be both beneficial to the community and satisfying to themselves. They are considered to be team members working alongside paid staff and other volunteers in fulfillment of ArtSea's mission.
- It is essential to the proper operation of this relationship that ArtSea and each volunteer understands and respects the needs and abilities of the other.

Code of Conduct

- ArtSea provides equal opportunities to all people in accordance with the BC Human Right Code www.bchrt.bc.ca. The best candidate for the volunteer opportunity will be selected - based on their skills and experiences and will be matched with the needs of the organization for the mutual benefit of both the volunteer and ArtSea.
- All volunteers will complete and sign a Volunteer Application Form.
- In the collection, use or disclosure of personal information, the ArtSea Community Arts Council follows the personal information and privacy rules set out in the Person Information Protection Act (PIPA). www.oipc.bc.ca
- To support and enrich a healthy workplace culture ArtSea will foster an open, respectful, positive and team-based work environment for all employees, volunteers and artists.
- All volunteers are expected to dress in a manner appropriate for their tasks and work environment.
- A volunteer is expected to meet high standards of professional and personal conduct in all activities related to their role and in all dealings with artists and the public. The conduct of a volunteer must not bring ArtSea into disrepute.
- ArtSea constantly strives to maintain a safe work environment and to protect employees, volunteers and visitors from accidents at events and at the ArtSea Gallery in Tulista Park. ArtSea, its Board of Directors, employees or volunteers cannot be held liable for any loss, damage or injury that may occur. All health or safety issues must be reported in writing directly to the Board of Directors.

- ArtSea wants all of its volunteers to be successful in their roles and is committed to providing constructive support to ensure their success. In the event that a volunteer does not adhere to the policies and procedures of ArtSea, or fails to perform their volunteer assignment, the relationship between ArtSea and the volunteer will end.