

Steyping Arts Meet the Artist Programme Co-ordinator Role

This is an exciting and member enabling role. The MTA programme co-ordinator helps to provide the framework for artists to meet. The 3 different contexts in which they can meet include 'Meet the Artist' 'Member interest groups' and 'Artist showcase presentations'. The role involves enlisting members to run a calendar of events, setting up some Eventbrite dates, monitoring the sign up to events and reminding members of the event coming up. There is a flurry of activity in January/February before the calendar then roles out to members and then some monthly monitoring occurs.

Full role description

Task	What it involves	When
Match the Artist	<ol style="list-style-type: none"> 1. Members express interest to MTA coordinator describing areas of interest, type of practice/nature of work and contact details. 2. MTA coordinator compiles list of subscribed members and distributes to that group. 3. Subscribed members review list and establish direct contact with those with common interests. 4. MTA coordinator requests feedback and monitors progress. 5. Core committee review and forward planning. 	Detail under review and development and will be updated for 2022
Artist Interest Groups	<ol style="list-style-type: none"> 1. Members express interest to MTA coordinator with intention of starting/leading interest group with outline proposals for focus and areas of investigation for joint research/collaboration. 2. MTA coordinator compiles list of proposed interest groups and promotes to membership with recommendation to apply directly to group leader. 3. MTA coordinator requests feedback and monitors progress. 4. Core committee review and forward planning. 	
Artist Showcase	<ol style="list-style-type: none"> 1. Members invited to express interest in participating in annual programme of Artist Showcase events: 1. As part of general members meetings or 2. By hosting an event at own location I.e. home/studio. 2. MTA coordinator negotiates with applicants and compiles a list of artists to participate. 3. MTA coordinator develops an annual programme of Artist Showcase events. 4. Programme sent to all members. 5. Members asked to notify intention to attend via Eventbrite (if necessary). Alternatively, general meetings open to all with direct application to 	

	artists hosting own Showcase so that they have control over numbers. 6. Core committee review and forward planning.	
Promotion and publicity.	All events promoted through web channels. Members emailed Artist Showcase Programme once finalised with email reminders sent week before each event	