

## Steyping Arts Co - Trail Venue Co-ordinator Role

Sharing the Arts Trail coordinator's role makes for good teamwork and lasting friendships are formed! Most of the activity takes place between February and March with occasional liaison through to the trail in May/June.

Co-ordinating the trail provides an excellent opportunity to match artists and venues so that the trail is carefully curated. Diplomacy and skilful communication is needed and an ability to match artists looking for venues to a communal setting or in the few spaces there may be available in artist houses form most of the activity.

### Full role Description

<b>Task</b>	<b>What it involves</b>	<b>When</b>
Match artists without venues to venues with spaces	The Art Trail Venue Coordinators are responsible for matching artists who apply to join the Art Trail with venues offering exhibiting opportunities. The task begins in earnest once applications to join the trail have closed and needs to be completed before the brochure/publicity design and printing deadline. This is usually a period of 1-2 months during February/March. The role is very much people based, good communication and record-keeping skills are an asset!	Annual February - March
Liaise with domestic venue holders	Venues fall into two categories: Domestic – the venue holder has the final choice of exhibiting artists although the Co-Ordinator's can suggest suitable artists if requested to do so; they try to ensure compatibility and variety in the venues.	Occasional between March and Art Trail dates
Liaise with communal venue holders	Communal – the Venue Co-ordinators select artists for these venues and appoint a spokesperson to represent the group of artists and facilitate communication from Steyping Arts.	Occasional between March and Art Trail dates
Liaise with Treasurer and Co-chairs	Cross check members sign up with treasurer and provide list of members/ venues to co-chairs ready for trail map and brochure	March deadline