

Grace Art Role Duties

Kathleen Galdo, May 2018

Coordinator

1. Consult with Art Project Leads regarding the Artist they would like to present on. Complete Grace Art Contract, with chosen artists. Obtain signatures.
2. Coordinate payment with PTA and submit contract with payment to Greater Arts Reston.
3. Ensure there is a person to pick up and drop off Portfolio on required dates.
4. One month prior to project start date: check with Art Project Lead as a friendly reminder.
5. Ten days prior to project start date: Check with Art Project Lead or Supply Coordinator to ensure supplies have been ordered.
6. Support Project Lead to Notify all volunteers when project and cart are ready.
7. Check to make sure all items are returned to Greater Arts Reston. If not, coordinate with drop off/pick up volunteer to return items missing.

Art Project Lead- 2-6 hours depending on each projects complexity.

Note: some projects may have activities with instructions you may like to use, the majority do not.

1. Obtain portfolio. If there is not an assigned portfolio pick up volunteer, you may have to pick up from Greater Arts Reston.
2. Review Portfolio and utilize materials to create brief 5-10 minute presentation.
 - A. Some portfolios require additional research, in which case you may like to see if there is an applicable children's book from the public library to share with the class. In rare cases there are appropriate and credible 'You-tube' videos. *Please watch entirety of video to ensure it is child appropriate.*
3. If needed, review portfolio for project ideas.
4. If you have supplies available, test out project you would like to try.
5. Create step by step instructions for project.
6. Include pictures in step by step project if helpful.
7. Test project out on your own kids to ensure it is do-able in time allotted, if not, make adjustments.
8. Order Supplies from Supply Coordinator.
9. Work with coordinator to ensure supplies are within budget and adjust project accordingly.
10. Set up Grace Art Cart with:
 - Portfolio
 - Art Project Instructions
 - All Supplies
 - If applicable, presentation outline and any additional materials. (See 2A).

11. Consult with Grace Art Coordinator to notify all volunteers that the project and cart are ready.
12. Check cart periodically to ensure supplies are replenished and organized enough for volunteers to easily find what is needed.
13. At end of project clean Grace Art Cart:
 - Clean and wipe down all reusable supplies.
 - Put all unused and reusable supplies back in Grace Art cabinets. When possible, please put back in correctly labeled containers or designated area.
 - Recycle or throw away all unusable left over materials and consult with Supply Coordinator if there are any questions.

Supply Coordinator

1. Work with Art project lead to order supplies needed w/in budget.
2. Clean and organize art supplies, ask for help from Art project leads if needed.
3. Keep track of budget so that each project has funds needed.
4. Notify Project Lead when supplies have arrived.

Volunteer Coordinator

1. Keeps data base of all available volunteers
2. Update website if there is time
3. Support Grade leads in finding volunteers if needed
4. Update Grace Art Calendar one volunteers have completed form w/ Betty Morgan

Grade Lead

- 2.** Communicate with all teachers as to their schedule availability. Ask room parent if they would like to do this. Communicate with Docents as to their volunteer ability and coordinate schedules.

- 3.** Send form via paper or email to Betty Morgan to confirm date is available.

- 4.** Send email to Volunteer Coordinator and ensure your date is one the calendar. Notify teachers, if needed room parent, docents and volunteers regarding chosen date.