

# Co-Directors Job Description

*Updated: 6/11/22*

## **Purpose & Responsibilities:**

- Oversee, organize, and coordinate all aspects of the Quilt Fiesta event.
- Serve as the primary liaison with management at the venue.
- Perform duties as elected Board Members of the Tucson Quilters Guild.
- Ensure information-sharing with the Committee Volunteers.
- Chair monthly meetings for the Committee Volunteers to ensure they have the resources needed to complete their responsibilities and are meeting their timelines.
- Update the TQG Website sections of "Quilt Show" (public facing pages) and "Quilt Fiesta Business Docs" (internal pages), as needed.
- Coordinate and submit articles for the monthly TQG Newsletter. The deadline is the Tuesday following the Wednesday general meeting.
- Keep the general membership advised on progress and decisions via monthly newsletter articles and by speaking at the Guild general meetings.
- Report on the progress of the Quilt Fiesta, to the TQG Board at the monthly Business Meeting.
- Oversee Committee spending in accordance with the budget.

## **Committee Size/Roles:**

- 2 Co-Directors share the event planning responsibilities and provide backup to each other.
- Co-Directors are elected in alternating years to build and preserve continuity of leadership.
- The newer Co-Director takes minutes at the Committee Volunteer meetings, and/or tracks decisions and assignments.

## **Skills/Equipment/Software:**

- Manager access to the TQG Website via WordPress.
- Manager access to the Quilt Fiesta's Facebook, Twitter, and Instagram accounts.
- Manager access to the TQG Square account.
- Owner access to the QuiltFiestaCommitteeMembers google group (email).
- Access to the Quilt Fiesta storage locker.
- Access to the Guild Zoom account.

## **Budget Items/Supplies:**

- Show Stopper insurance: \$600
- Venue Rental -
- AZ Cine -
- Storage Locker Rental -

## **Timeline:**

### **Previous Show Wrap-Up**

- Ensure all outstanding invoices are reviewed and processed. (Fairgrounds, AZ Cine, et al.)
- Analyze survey comments and report findings to the Committee Volunteers.
- Conduct a wrap-up meeting with Committee Volunteers for the show just held, to discuss improvements for the next show.
- Prepare a thankyou gift for the Committee Volunteers.
- Survey the Committee Volunteers to determine which Committee positions will need to be filled for next year.
- Collect and review reports from each Committee and update the Job Descriptions and Timelines as needed.
- Review the recommendations in the Committee reports, and from survey results.
- Recruit a new Co-Director.
- Update the outgoing Co-Director's email, with the incoming, on the TQG Website's "send us an email" form.
- Ensure committee materials are transferred to new Committee Volunteers where needed.
- Determine the venue contract and payment schedule for next year's show.

- Turn over all files, user id's, passwords, etc., to the next Co-Directors.

#### MAR

- Present a report to the TQG Board, compiled from the Committee reports, summarizing activities, concerns, and recommendations.
- Reconcile the budget of the show just held, for the Board.
- Fill the vacant committee positions.
- Update the TQG website "Quilt Show" pages.
- Collect estimated budget requirements from each committee. Combine this with the non-committee expenses in preparation for the next year's budget meeting. (The budget meeting is usually in May, and the Guild's fiscal year is July 1<sup>st</sup>-June 30<sup>th</sup>.)
- At the Committee meeting, review the procedure for the Cash/Check Receipt Form, and Check Request Form. (Where to get the forms, how to submit, Co-Director's signature.)

#### APR

- Attend the TQG Board's annual budget meeting.
- Give each Committee their budget. Post this information in a tracking-document on the TQG Website.
- Periodically reconcile the tracking document with the TQG Treasurer's reports.

#### MAY

- Contract with the venue (and pay deposit) for access, equipment rental, utilities, insurance, security, etc. (Fairgrounds contract must be executed by end of June).

#### JUN

- Sew the Co-Director's Choice ribbon toppers for the Ribbons Committee.

#### JUL

#### AUG

- Purchase show stopper insurance.
- Investigate having a booth at the Rusty Barn Show which is usually the first weekend in November in Tucson.

#### SEP

- Collect all Committee equipment requirements (tables, chairs, pipe and drape, electrical outlets, extension cords, sewing machines, av equipment, cash box/bank, table toppers, skirts, decorations, etc.)

#### OCT

- Revue expectations and requirements with the venue's Event Manager. (i.e., liability insurance, wifi, restrooms, security, chairs, tables, parking, electrical, ATM machines, etc.)
- Finalize the venue floor plan and update the CAD drawing.

#### NOV

- Meet with AZ Cine to review labor, and pipe and drape requirements.
- Determine the dates and claim the venue for the next year's show.

#### DEC

#### JAN

- Determine the contract and payment schedule for the venue for next year's show.
- Prepare printed material for the next year's show, to hand out at this year's show.
- Hand out parking passes to Committee Volunteers who will be at the show all 3 days.

#### FEB

- Prepare and distribute nametags and lanyards for the Committee Volunteers.
- Make sure the Fairgrounds (venue) creates a wifi user id and password for the Quilt Fiesta.
- Hire security for the overnights.
- Put new AA batteries for the Fairground's PA microphone, in the Director's box.
- Recap the use (and categories) for Square for those who will be using it.

#### SHOW DAYS

- Sign out keys from the venue on the first setup day. Give one of the office keys to the Treasurer. Make sure we have a key for the Women's bathrooms.
- Work with the Treasurer to make sure Squares are charged every night and cheat sheets are available.
- Obtain the walkie talkie to communicate with the Fairgrounds personnel.
- Assist with hardware setup as needed.
- Assist with vendor setup and quilt display, as needed.

- Unlock and lock the venue doors daily.
- Supervise and solve problems as they arise.
- Award the Co-Director's choice ribbons and notify the winners of the Meet & Greet dates and times.
- Act as liaison with the Event Manager for the venue, as needed.
- Collect the surveys from the suggestion boxes.
- Assist with takedown as needed.
- Perform final walk-through of venue to ensure all TQG equipment has been picked up and the building meets the venue's requirements. Sign the keys back in to the venue manager.