

PEI POTTERS STUDIO COOP

Job Title:	Workshops and Event Coordinator
Group: (Exec, Team Lead, Team Member)	Team Member
Term: (Annual, Or Renewable)	on-going
Reports to: (Pres, Exec, Team Lead)	Education Coordinator
Training:	
Job Description	
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Responsible for the coordination of special workshops on various topics/techniques • Responsible for the coordination special events which are approved by the Executive • Lead a committee or recruit individuals to coordinate event or to coordinate individual workshop <p>Tasks:</p> <p>Workshops</p> <ul style="list-style-type: none"> --canvas members for suggestions of topics/techniques and potential instructors --contact possible instructors and negotiate instruction fee --determine dates, times and location --prepare funding proposals as required --ensure required supplies and equipment available (work with procurement) --ensure promotion to members/non-members (work with Communications coordinator) --ensure registration and fee collection (work with treasurer) --organize refreshments etc <p>Special Events</p> <p>Lead a committee in the coordination of special events such as Art in the Open and gallery shows etc.</p> <ul style="list-style-type: none"> -canvass members for ideas --prepare funding proposals as required and get Executive approval --choose theme/topic --work out logistics (ie time, date, location) --ensure materials and supplies available (work with procurement) --ensure communication to members as well as promotion of event (work with Communications coordinator) 	

Approved By:		Date:	
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