

**Hillsborough Art Walk Last Fridays**

**Volunteer Chair Opening and Job Description**

The Hillsborough Arts Council (HAC) is a 30-year old+ volunteer-run and donor supported nonprofit located in the heart of downtown historic Hillsborough.

We strive to meet the artistic and cultural needs of our community through a diversity of initiatives and services serving the people of Hillsborough, Orange County, North Carolina and beyond. For 12 years, Hillsborough Art Walk Last Fridays has been Chaired by its founder, Heather Delisle and has become an essential economic and community driver for Hillsborough galleries, restaurants, artists and businesses. It is now time to pass the knowledge, skills and heart of Art Walk to a new Chair.

Please thoughtfully consider the following duties and responsibilities and should you be interested in stepping up to be the new Volunteer Chair of Art Walk, you will be trained and supported by the Arts Council. Please contact [programs@hillsboroughartscouncil.org](mailto:programs@hillsboroughartscouncil.org) to formally express your interest.

**Duties and Responsibilities (total annual volunteer commitment of 40-50 hours):**

* Serve as main point of contact for all participating venues and prospective venues
  + Evaluate satisfaction of venues via annual survey
  + Recruit and renew participating venues
  + Distribute and ensure adherence to venues’ letters of agreements/contracts and track annual dues ($45 each venue)
  + Deliver signage and brochures to venues
  + Request venue content to be included in promotional materials (description and photos) including a brochure and map printed one time per year.

**Other duties supported by additional volunteers and HAC staff:**

* Budgeting and grant writing – with assistance from Hillsborough Arts Council board and Tinka Jordy, Eno Gallery
* Write monthly press release (3 hrs. a month) – all handled by Arianna Bara (volunteer, artist & member of Hillsborough Gallery of Arts)
* Website updates (1 hr. a month) – all handled by Eileen Ferrell, HAC Program Coordinator
* Brochure design, content and printing – for 2018 Eileen Ferrell, HAC Program Coordinator
* Promotional site/press calendar updates – for 2018, Eileen Ferrell, HAC Program Coordinator
* Advertising in print and radio – Tinka Jordy, Eno Gallery