

## **Duties of Youth Art Month Facilitator**

### **1. Skills**

- Liaison with Vice President Youth Art Month and Vice President Youth Art Month-elect on all Youth Art Month sponsored events
- Follow through on comprehensive records of expenditures and purchases
- Strong Communication and Interpersonal skills
- Detailed oriented, with high organizational skills
- People person - Positive attitude
- Critical thinker and problem-solving skills
- Team player – work with President, President Elect, Executive Director, TAEA Headquarters and Web Master
- Follow through on assignments in a timely manner
- Able to Multi-Task
- Held a position on TAEA Board in a YAM position

### **2. Duties**

- Liaises with Vice President Youth Art Month and Vice President Youth Art Month-elect on all Youth Art Month sponsored events stated below:
- Keep a comprehensive record electronically of all contacts, purchases, and budget items.
- Communicates with webmaster on any edits pertaining to YAM and TASA/TASB for the Website
- Communicates and monitors upcoming events with VP YAM and VP YAM-elect as needed to keep timeline on pace to promote and advocate art in Texas and National scrapbook.
- Requests a Proclamation recognizing March as Youth Art Month in Texas from the Governor.
- Communicates with the Governor's Office (or State Preservation Board) to coordinate the selection of the Governor's Gallery Artworks to be exhibited for one year in the Governor's Business Office.
- Communicates with the Governor's Office to schedule a reception for the Governor's Gallery Artist winners, if the Governor's wife requests (summer)
- Requests donations from vendors to give to student artists at the Texas Youth Art Month Exhibit Reception.
- Communicates with the Bob Bullock Texas State History Museum to coordinate display dates and location during the month of March for the Texas Youth Art Month Exhibit.
- Communicates with the Bob Bullock Texas State History Museum to coordinate day, time and location of the Texas Youth Art Month Exhibit Awards Ceremony and Reception.
- Coordinates with Bob Bullock Texas State History Museum of approval of all documentation required for YAM.
- Coordinates with State VASE Gold Seal Foreman and State Directors of VASE to ensure availability of display panels for TAEA Youth Art Month sponsored Exhibits.

- Coordinates with 'Art Wrangler' installation and deinstallation of dates and location for the Texas Youth Art Month Exhibit and any other Youth Art Month sponsored Exhibits.
- Communicates with the TASA/TASB Exhibit Hall representative in advance to coordinate TAEA Student Art Exhibit display space and protocol for installation and deinstallation of artwork. Assists in monitoring the booth and promoting the importance of Art in Schools across Texas.
- Arranges for local student artists from various school districts to be onsite during vendor times in the TAEA Student Art Exhibit display space to create art and provide demonstrations. (2 days)
- Invites and coordinates Youth Art Month helpers to assist in installation and deinstallation of the TAEA Student Art Exhibit in the TASA/TASB Exhibit Hall.
- Updates TAEA Calendar on the website of all important dates of Youth Art Month sponsored activities by August 1.
- Creates a program for Texas Youth Art Month Exhibit Awards Ceremony.
- Coordinates a possible Guest Speaker for the Texas Youth Art Month Exhibit Awards Ceremony.
- Creates flyers/promotional materials to be shared via social media, e-blast, TAEA Conference, etc.
- Coordinates with a local catering company, Sam's Club or Costco for the Texas Youth Art Month Exhibit Awards Ceremony and Reception if needed. (Chairs, tables and table linens)
- Coordinates with Heller Flag Co. to produce the Texas Youth Art Month Flag.
- Coordinates with the Council for Art Education President for information about yearly Youth Art Month theme, details for YAM booth at NAEA, details for the Youth Art Month Flag Ceremony/Awards reception at NAEA.
- Writes a summary of all Youth Art Month sponsored events with pictures for the TAEA e-STAR publication.
- Purchase/Ordering:
  - orders Youth Art Month medals and Youth Art Month pins
  - orders Youth Art Month buttons with current flag design winner, including year
  - orders Velcro dots for Youth Art Month Artwork Exhibits
  - ordering promotional items to pass out at TASA/TASB (leftover items can be given at Youth Art Month meeting at Conference, placed in Student Artists' swag bags, etc.
  - orders of any food, drink and paper goods for YAM ceremonies
  - Purchases matting and framing for Governor's show
  - Turns in all receipts on purchased items with a TAEA credit card to the TAEA Bookkeeper at Headquarters in a timely manner.
- Turns in final overview report to President and Headquarters to be archived

3. Performs all other duties as needed to accomplish job.

#### 4. TAEA:

- This position will hold a seat and vote on the TAEA Council-At-Large team.
- This is a TAEA Board and President selected position, not an elected position.

- This position will be considered an interim position for one year with an evaluation at the end of the first year.
- There will be a stipend assigned to this position.