The *Life* Exhibition (30th Sept – 16th October) is approaching and we need your help. Below is a list of jobs to be done before and during the exhibition with dates and the approximate amount of time required. If you can help (training provided) then we would love to hear from you. [president@bragart.com.au](mailto:president@bragart.com.au)

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| Role | # people required | Brief Description | Dates | Hours (approximate) |
| Designer | 1 | Design poster for exhibition, print and distribute around town | 20th August | 3-4 hours |
| Admin, submission days | 8 | Check and enter details of entries into spreadsheet.  Receive payments and write receipts for entries and memberships. Check that 2D entries have D hooks for hanging. | Sat 25th + Sun 26th Sept 10 am – 3 pm | 3.5 hours each  Plus 30 minutes for training if required |
| Curators | 2 | Layout submissions for hanging, advise assistants as needed | Sunday 26th 1-5pm | 4 – 6 hours each |
| Assistant Curators | 4 – 6 | Hang and display members’ works. Number exhibits. Involves climbing a ladder, lifting artworks and moving plinths. Vacuum floor, empty vacuum after use. | Sunday 26th 3 – 7pm  Mon 27th 11.30 – 4 | 4 – 6 hours each |
| Catalogue publisher | 1 | Check catalogue against works as hung. Check data entry for catalogue information, produce catalogue for the exhibition | 26th - 27th Sept | 3-4 hours |
| Catering coordinator | 1 | Coordinate volunteers who provide food for opening night. Will need to be contactable by phone or email so that people can call to say what they will be bringing.  Set up 2 tables for food near kitchen. | 20th – 28th Sept (receive phone calls from cooks)  30th 4 – 8pm | 4 hours on opening night + phone calls |
| Catering assistants | 2 | Put out plates, napkins etc. Top up plates as needed and remove empty serving plates. Serve food to guests if needed. Wash up and clear away after food is finished. | 30th 4 – 8pm | 4 hours |
| Cooks, chefs etc | 12 or so | Bring a plate of savoury or sweet snacks on opening night and phone catering coordinator (20th – 28th) to let them know what you will bring | 30th 4 – 6 pm | 1 hour each |
| Admin, opening night | 2 | Set up desk with receipt books, eftpos machine, and cash tin  Receive payments and write receipts for sales | Friday 30th Sept 5.30pm – 8 pm | 2.5 hours each |
| Closing crew | 3 | Remove large artworks from hooks and place on floor. Remove numbers from walls. Involves climbing a ladder, lifting artworks and moving plinths. Vacuum floor, put out rubbish, bring in signs including entry to town. Artists/purchasers to sign for work | Sunday 29th April 12 – 3 pm. | 2-3 hours each |