

# Program Coordinator Position

## Description and Duties for St. Albert Potter's Guild

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Program Coordinator position runs for a term of 2 years and is responsible for:

- Workshops for the guild:
  - Internal workshops – workshops facilitated from members in the guild. To coordinate workshops that internal members wish to facilitate.
  - External workshops – to investigate possible workshops that are brought to the Program Coordinators attention from the members. Once all information is gathered to present to the memberships to see if there is interest in a workshop with the potter. If there is sufficient interest, to then approach the potter for particulars such as cost, lodging, any particular requirement's, etc. then continue with the booking process and the logistics of the workshop such as:
    - Total cost including cost of bringing the potter to St. Albert, lodging, flight, etc. This amount is then split between the participants (internal and possibly external)
    - Talking to Diane to ensure that the class room space is available if the studio space is not being utilized
    - Arranging the pot luck for the workshop for one or two days
    - Ensuring the visiting potter has lodging and has transportation from and to the airport if required
    - Ensuring that all details are thought of and arranged for the facilitator and the participants – such as clay required, bisque, pieces, and/or any other requirement prior to the workshop
  
- Guild Christmas Party:
  - To arrange and book a facility for the Christmas party for the guild to be held on the regular meeting night in December but at a location conducive to fun
  - To ensure all members are informed of the Christmas party date in the September meeting and that all have general information regarding the party (potluck, gift exchange, etc.)
  - Ensure pot luck list and volunteers to help set up are arranged prior to the party and there is sufficient supplies for the party including the purchase of the liquor license and sufficient bottles of wine
  - Arriving at the Christmas party location to set up tables, tables for food, punch and wine tables, gift exchange numbers, etc
  - Making sure the evening flows and that all is cleaned up at the end of the evening

- To keep a running total of costs incurred and submit to the treasurer
- To update the supply list for the next year's Christmas party

To meet with the Executive on a monthly basis if required and complete any duties arising from the meeting in a timely fashion.