

SANTA CRUZ MOUNTAINS ART CENTER
9341 Mill St. Ben Lomond, CA 95005

POLICY FOR JOB DESCRIPTION FOR CURATORIAL CHAIR
DRAFT

1) JOB DESCRIPTION:

- a) The Chair of the Curatorial Committee presides over Curatorial Committee meetings and reports curatorial affairs to the Board Directors,
- b) The Chair of the Curatorial Committee is responsible for adhering to the Santa Cruz Mountains Art Center's Mission Statement, Articles of Incorporation, By-Laws and Policies as may be prescribed by law.

2) DUTIES: Curatorial Chairperson duties shall include, though are not limited to, the following:

- a) Schedule and oversee Curatorial Committee meetings, Curatorial Committee member selection, and Curatorial Committee duties.
- b) Keep regular minutes of committee proceedings, (should include date, time, attendees, agenda, resolutions and recommendations), file minutes with the corporate records, and report the same to the Board as necessary.
- c) Attend monthly Board Meetings and an annual Board Retreat

3) RESPONSIBILITIES:

- a) Develop and implement the annual exhibition schedule, including Guest Exhibition screening and selection.
- b) Submit an annual exhibition budget and any exhibition costs exceeding the annual budget to the Board for approval.
- c) Approve exhibition themes, exhibition proposals, exhibition workshops, exhibition curators, and gallery installation.
- d) Strive to provide a rich environment of art for the gallery visitor and the community