



Signs Committee (1 Lead + 4 Volunteers)

The Signs Committee manages the process to ensure artists receive the number of signs they have requested for their studios.

- Update and maintain database to track sign inventory, return of deposits and extra sign fees
- Coordinate & arrange for printing of extra signs/studio numbers
- Coordinate assembling the signs
- Coordinate pick-up and return of signs
- Insure availability and display signs for Preview Gallery
- Document process and suggest improvements

Helpful skills: Excel, attention to detail