

## **Beach Studio Tour job vacancy: chairperson (or co-chairs)**

### **Overview**

The Beach Studio Tour was started in 1994, becoming the first tour of its kind in Toronto. It was held twice annually (spring and fall) for 25 years, establishing itself as a reputable and reliable fine art and craft event in the community and beyond. 2020 was to be the first year it would be held only once a year, in the spring, but the Covid pandemic necessitated cancelling it altogether.

With the pandemic imposing a new reality on us all for the foreseeable future, the tour in its traditional form (studios and homes open to the public) may not be possible for some time. This can be seen as an opportunity to reinvent the Beach Studio Tour — by incorporating outdoor venues, for example. The tour is currently in search of a new chairperson (or co-chairs) to lead the group into this new future.

### **BST Chairperson: Job description**

There are two main components of this position: leadership and project management.

#### **Leadership:**

- Offer leadership and guidance; provide and/or be a sounding board for new ideas
- Be a figurehead/spokesperson for the tour
- Be liaison for inquiries from public and monitor beachstudiotour@gmail.com email
- Chair all meetings (exec and tour group), which includes preparing agenda
- Trouble shooting when problems arise

#### **Project Management:**

- Choose and implement project management tools (e.g., Freedcamp or other online platform, or some other organizational system)
- Create schedule and deadlines, and impose these
- Ensure there are volunteers for all committees and tasks (usually done before or at first tour meeting)
- Email correspondence with participants re meetings, deadlines, etc.
- Monitor progress of work being done by volunteers
- Oversee major components of tour: production of brochure, including liaison with printer and designer (this could be delegated to a volunteer); website (in collaboration with webmaster); budget (in collaboration with treasurer); promotion and signage (liaise with committee chairs)

**Desirable Skills:**

- Strong written and verbal communication
- Work well with diverse people and teams
- Organizational skills, especially with using spreadsheets and other project management tools
- Good understanding of challenges of selling art
- Ability to listen, lead, and motivate
- Bonus: Good working knowledge of MailChimp

**Estimated time commitment:** an average of a few hours a week over a period of six to eight months, with demand being higher near the beginning of the tour planning process and closer to the tour itself.

**If interested in this volunteer position, please contact Lucille Crighton at [lucille2@sympatico.ca](mailto:lucille2@sympatico.ca) or 416-694-4046.**