

Facilities Coordinator

Description

Responsible for interactions between quilt show teams and the facility staff of the site chosen for the quilt show. Ensure successful interaction between facility staff and quilt show staff throughout pre-show planning and the actual show.

Timeframe

Beginning prior to Quilt Show Kickoff Meeting through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- Work with venue to specify requirements for space, AV support, Security, maintenance, etc.
- Work with Leads and Quilt Show Chairs to understand space requirements and communicate the to the facility staff.
- Serve as liaison with facility for any issues that arise

During the Show

- Serve as liaison with facility staff and committees for any issues that arise
- Responsible for overseeing all activities in the building during the setup and show days of the Quilt Show.

After the Show

- Attend Post Show Review Meeting.
- Provide input (report); document what worked well as well as opportunities for improvements.
- Work with Treasurer and facility staff to ensure charges are correct.
- Submit any outstanding expense items from the facility to the Treasurer.