

# PORTLAND OPEN STUDIOS

---

## ARTIST LIAISON

### WHAT WE ARE LOOKING FOR

Portland Open Studios is a 22 year old arts organization that is currently going through a major growth spurt. We are first and foremost a working board. We not only plan the yearly open studios event but we also implement that plan as we are a working board. We meet monthly via zoom and may require additional meetings depending on which committees the secretary serves on. Our best candidate loves fine art and cares about the success of Portland artists. This candidate is an innovative and passionate thinker.

---

The Artist Liaison serves as a connection between members of Portland Open Studios and its executive board.

Board members work both individually and collectively in governing Portland Open Studios affairs through the development, approval and evaluation of policy and budget. As a committee member, the board member provides planning and implementation services to the Board. The board member acts on the board's behalf in accordance only with board motions and policy guidelines and only as requested and in accordance with Board resolutions with respect to representation of the organization

### DUTIES SPECIFIC TO THE ARTIST LIAISON

Attend quarterly board meetings with Executive Committee

Communicate with participating artists on a regular and consistent basis in accordance with artists need

Be consistently present in our participating artists Facebook.

Work with Artist Mentors to welcome and guide first year Portland Open Studios Participants

- To work with communities to help disseminate any printed materials, including the printed tour guide, and other Portland Open Studio marketing materials and messaging campaigns to their members, and arrange for those members to disperse materials widely.
- To work with the sign coordinator to facilitate sign distribution

### EXPERIENCE:

Minimum of one year as participating artist for Portland Open Studios.

#### PERSONAL:

Sensitivity to group dynamics and familiarity with structure and process of board and/or committee meetings. Decisive, innovative, and flexible with the ability to compromise and strongly service oriented

#### DUTIES OF ALL PORTLAND OPEN STUDIOS BOARD MEMBERS

Board members are expected to be fully informed on organizational matters, to contribute to debate on issues and to contribute to the Board's policy deliberations. They are expected to understand and support the Portland Open Studios mission statement and strategic plan.

Attend meetings and show commitment to Board activities;  
Be well informed on issues and agenda items in advance of meetings;  
Provide candid, open and honest feedback and evaluation when appropriate;  
Take initiative in informing the organization about opportunities for funding or program development;  
Identify individuals in the community for volunteer participation or funding support;  
Support the organization and its officers in times of crisis or controversy;  
Provide sensitivity and support to staff member and other Board members as they perform their duties;  
Respect confidentiality regarding internal affairs;  
Provide leadership within the Board and in the community on behalf of the Society and its programs;  
Serve as an informal advocate for the organization in the community.

Although not required for Board membership, members are encouraged to support the Organization financially, and to assist in the identification and solicitation of potential donors, wherever possible.

#### FOR MORE INFORMATION CONTACT

[president@portlandopenstudios.com](mailto:president@portlandopenstudios.com)