



HOLLOWAY ART LENDING LIBRARY

Holloway Art Lending Library (HALL) Roles

The timings below are per quarter. I have done more in the past and more time could be spent on all aspects.

I have put fundraising under the Treasurer's tasks only because we only have a JustGiving page at the moment which just needs monitoring. Fundraising could be made into its own role.

Governance

Treasurer (5 hours based on 1 hour per month plus a 2-hour meeting)

- Manage HALL expenses
- Order hanging equipment
- Arrange payments
- Fundraising (Currently JustGiving donations)
- Prepare and present accounts to the committee

Chair (4 hours based on 2 hours prep and a 2-hour meeting)

- Coordinate meetings every three months
- Recruit, induct and coordinate volunteers

Secretary (6 hours based on 2 hours prep, 2 hours for minutes and a 2-hour meeting)

- Organising and minuting committee meetings every four months
- Organising and minuting AGM

Admin & Facilities

Curation/artist liaison (2 days per quarter based on one to two new artists/submissions)

- Communication with artists and gallery about the project (3 hours)
- Meeting new artists (3 hours)
- Making title cards (2 hours)
- Hanging new pieces (4 hours)
- Arranging framing and repairs (2 hours)

Lending session facilitation (2 days per quarter during lending sessions)

- Explaining project to visitors
- Recording membership information (membership forms, proof of address and photo ID)
- Recording and packing loans
- Curating remaining pieces

Communications & Publicity

Member communications (2.5 days per quarter based on 10-15 borrowing members)

- Updating artists page and gallery page on website (2 hours)
- Email to welcome new members (1 hour)
- Monthly updates to members and artists (6 hours (2 hours per month))
- Reminders to borrowers before lending sessions (2 hours)
- Arranging collection of returned pieces outside of lending session hours (3 hours)

Promotion (2 days per quarter)

- Updating news page on website (3 hours)
- Social media, currently Twitter and Facebook (8 hours (2 hours per month))
- Designing and distributing flyers, currently one annually (1 hour (4 hours yearly))
- Contacting mailing lists and local websites, currently Islington Life, Nextdoor (1 hour)
- Contacting local papers (1 hour)