



Volunteer Treasurer

Responsibilities

- Maintain safe handling of cash, e-transfers, and Shopify payments
- Maintain accurate financial records and statements
- Make payments as needed
- Prepare financial statements for annual professional audit
- Participate as member of Pelham Art Festival Committee to plan and facilitate annual art festival and year-round online artist galleries
- Attend in person Festival to arrange for terminal, square or devices as needed
- Accept payment for art is artist does not have capacity to do so
- Maintain statistics of sales, attendance, and expenses
- Monitor online website sales and make payments to artists as needed
- Follow existing job description and adjust as needed going forward

Primary Contact

- Heidi TeBrake, Chairperson, Pelham Art Festival; Dave Smith, Secretary
- Heidi.tebrake@sympatico.ca; adavidsmith@sympatico.ca
- help.pelhamartfest@gmail.com

Time Commitment

- Monthly Committee meetings first Monday of Month September to June
- On site for Annual Mothers Day Weekend Event Friday evening, Saturday, and Sunday
- Flexible time as needed to make payments for expenses, artists after show and online sales
- Flexible time to prepare financial statements
- Busiest time is during and immediately after the annual festival
- Flexible brief monitoring/refreshing of online website

Skills, Qualifications

- Knowledge of Bookkeeping or Accounting practices
- Interested in interacting with artists and community members
- Able to work as part of an active committee of volunteers
- Friendly and Courteous with good customer relations skills



Volunteer Technology Website/Artist Support

Responsibilities

- Participate as member of Pelham Art Festival Committee to plan and facilitate annual art festival and year-round online artist galleries
- To be part of team to keep website up to date, concise and interesting
- To answer artist questions to allow them to load their images online for application and jurying
- To make sure all parts of artist galleries are uploaded correctly
- Follow existing job description and adjust as needed going forward

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Time Commitment

- Monthly Committee meetings first Monday of month September to June
- Flexible time to update Website pages as needed
- Flexible time as needed to support artists online applications November to February
- Busiest time is during application window November to February and when artists are loading their work online about a month in April. Not all artists need help, some do.
- Participate as available on site for Annual Mothers Day Weekend Event Friday evening, Saturday, or Sunday
- You may choose to help in other areas as desired

Skills, Qualifications

- Knowledge of Website maintenance and practices
- Able to work closely with small team of technology support volunteers
- Interested in interacting with artists and community members
- Able to work as part of an active committee of volunteers
- Friendly and courteous with good customer relations skills