

## Committee Job Information 2022

**Bookkeeping**- Needs 10 - Calculates artist's sales -  
Works during show hours & has training Thursday.

Chair - Meghan Radick - 503-208-5274 - [jam@jampdx.com](mailto:jam@jampdx.com)

**Children's Clay Area** - Needs 2 - Set up, take down, and transport supplies -  
Works Thurs & Sun.

Chair - Julie Stewart 503-805-4530 - [juliestewartpottery@gmail.com](mailto:juliestewartpottery@gmail.com)

**Demonstrations** - Needs 1 -Set up, break down, transport wheel & supplies -  
Works Wed thru Sun.

Chair - Scot Cameron Bell 503-939-2163 [divinescot@gmail.com](mailto:divinescot@gmail.com)

**Flyer Posting** - Needs 14 - Distribute posters and rack cards to PDX Metro  
area & near member's home in April about 3 weeks before show.

Chair - Victoria Shaw - 503-502-2993 - [vshawsculpture@mac.com](mailto:vshawsculpture@mac.com)

**Gallery Display** - Needs 5 - Displays work in main gallery. Works Wed &  
Thu, or after show on Sunday (1 person).

Chair - Natasha Irvine 503-438-8343 [natashahirvine@gmail.com](mailto:natashahirvine@gmail.com)

**Co-Chair (with prior experience) - POSITION OPEN**

**Gallery-Physical Setup** - Needs 10 - unload from truck, paint, & set up gallery  
Pedestals and benches used throughout the show. Break down area after show.  
Works Wed, Thu, & Sun.

**Chair - POSITION OPEN**

**Gallery Registration** - Needs 4 - Verify member participation, obtain  
liability waivers, check in & label gallery submissions. Works Wed & Thu.

Co-Chair - Susan Pachuta - 541-829-0020 - [spachuta@gmail.com](mailto:spachuta@gmail.com)

**Group Booth** - Needs 5 - Paint, set up, & tear down GB  
pedestals & shelving. Works Wed, Thu, & Sun

Chair - Sam MacKenzie 360-607-7119 [keigkenzie@gmail.com](mailto:keigkenzie@gmail.com)

**Holding Area** - Needs 3 - Set up, and break down holding shelves.  
Works Wed, Thu, Sun, & some during show.

Chair - Jan Rentenaar 503-397-7873 - [janrentenaar@hotmail.com](mailto:janrentenaar@hotmail.com)

**High School Gallery Display** - Needs 2 - Paint, & set up pedestals in HS Gallery  
on Wed, label & display student work, take down Sun.

Chair - Dindia Zitek - 503-728-4230 - [dindiazitek@hotmail.com](mailto:dindiazitek@hotmail.com)

**Information Booth** - Needs 4 - Set up, take down, & staff during setup.

Works Wed, Thu, & Sun.

Chair - Brenda Scott - 503-658-7352 - [muddyfishstudio@frontier.com](mailto:muddyfishstudio@frontier.com)

**Installation** - Needs 2 - Set up, take down, display work, staff area during show, and greet customers. Works Wed, Thu, Sun, & some during show.

Chair - Michael Simmons - 503-318-6267 - [seldomscenartworks@gmail.com](mailto:seldomscenartworks@gmail.com)

**Publicity/Advertising** - Needs 4 - Works before show primarily with online publicity.

Computer skills needed. Distribute publicity materials.

Co-Chair - Sharon Greenwood 503-799-1134 [sharongpottery@gmail.com](mailto:sharongpottery@gmail.com)

Co-Chair - Rebecca Gerendasy 503-679-1420 [rebecca@rebeccagerendasy.com](mailto:rebecca@rebeccagerendasy.com)

Co-Chair - Suzette Shrider 971-237-5121 [suzette53@gmail.com](mailto:suzette53@gmail.com)

**Sales** - Needs 4 - Supervise cashiers & customer service staff, solve problems, fill in as cashier. Work Wed. to Sun. Good for out-of-towners.

Co-Chair: Jim Keith 541-459-0320 - [hungrypotter@copper.net](mailto:hungrypotter@copper.net)

Co-Chair: Nina Fergstrom-Duong - 541-510-2334 [nina@rakufish.com](mailto:nina@rakufish.com)

**Sales-Cash Treasurer** - Needs 5 - Count cash, add up checks, prepare deposits. Works Thu & during show. Good for out-of-towners.

Chair - Dan Peccia - 503-201-8400 - [poetry.pottery.pdx@gmail.com](mailto:poetry.pottery.pdx@gmail.com)

**Security/Traffic** - Needs 14 - Monitor entry/exit doors (7-10am show days & till midnight Wed/Thu/ Sunday) for suspicious activities or safety hazards. Contact uniformed OCC security or SC chair if needed. Oversee, direct and guide vehicle traffic in loading areas. Good for out-of-towners.

Chair - Peter Alsen - 541 366-1495 - [pnlalsen@hotmail.com](mailto:pnlalsen@hotmail.com)

**Signage/Banners:** Needs 1 - prepare, display and pick up signs. Works Thurs. & Sunday

Chair - **OPEN POSITION**

**Social Media** - Needs 4 - Works before show to spread posts on social media.

Experience with various platforms needed. Good for out-of-towners.

Chair - Sandy Brown - 503-502-8654 - [potteronthemountaintop@yahoo.com](mailto:potteronthemountaintop@yahoo.com)

### **Committee Job Questions?**

Contact the Committee Placement Chair -

Connie Cheifetz - 503-281-0247 - [conniejean1956@gmail.com](mailto:conniejean1956@gmail.com)