



PSEC POLICY AND PROCEDURES

VOLUNTEER WORK

JURIED EXHIBITION "LES PASTELLISTES" AND
MEMBERS' CHOICE EXHIBITION "PASTEL TOUJOURS"

POLICY

PSEC must put together teams of volunteers to perform several predefined tasks for both the major juried exhibition "Les Pastellistes" and the members' choice exhibition, "Pastel Toujours".

Given that the "Les Pastellistes" exhibition is complex to organize, efficient logistics have been implemented. Specific volunteer procedures were developed to ensure the support and involvement of the exhibiting artists in order to successfully carry out this major show.

For the needs of the exhibition, "Pastel Toujours", **ad hoc committees** can simply be set up in order to carry out the necessary tasks.

PROCEDURES

The teams of volunteers below must be set up in order to ensure the efficient completion of the following tasks and activities:

Les Pastellistes	Pastel Toujours (<i>Ad hoc Committees</i>)
<ul style="list-style-type: none">• Reception of Artworks Committee	<ul style="list-style-type: none">• Reception of Artworks
<ul style="list-style-type: none">• Hanging Committee	<ul style="list-style-type: none">• Hanging
<ul style="list-style-type: none">• Duty Schedule (About 18 time slots)	<ul style="list-style-type: none">• N/A
<ul style="list-style-type: none">• Vernissage Committee	<ul style="list-style-type: none">• Vernissage
<ul style="list-style-type: none">• Daily activities, ex. demonstrations	<ul style="list-style-type: none">• Possibility of demonstrations, etc.
<ul style="list-style-type: none">• Take Down Committee	<ul style="list-style-type: none">• Take Down

Specific volunteer procedures for "Les Pastellistes":

For the major exhibition "Les Pastellistes", it is always a challenge to fill up the duty schedule with our volunteers and to cover all the activities offered during the 10 days of exhibition. We need to rely on nearly 40 people for the on-site duties, in addition to the committees responsible for the reception of the artworks, the hanging, the vernissage and finally the take down.

For this reason, the exhibiting members **residing within a 150 km radius** of the gallery must be responsible for 2 (two) volunteer periods as part of the exhibition.

When the time comes, PSEC asks the volunteers to make 3 choices in the duty schedule. PSEC will choose 2 (two) time slots, as much as possible, among the ones proposed by the artist.

If it turns out that an exhibiting artist is not available, that artist can designate a friend or relative to replace him/her or may exchange a period assigned to him/her with another volunteer.

Once PSEC has completed the volunteer schedule, it is emailed to the exhibiting artists during the week prior to the show.