

North Bristol Artists Tasks, Roles & Jobs 2024 (April 2024)

	Description of Role	Who
Chair	Oversees the running of North Bristol Artists	Michelle Hinshelwood
Vice Chair	Assists with the running of North Bristol Artists	Laurel Smart
Treasurer	Treasurer, Constitution,	Liz Dymond
Steering Group	Advice & guidance on running North Bristol Artists	Lee Cox, Monica Cuellar, Denise Lonsdale, Simon Melican, Sarah Thorp, Jane Boot, Harriet St Ledger
Minutes Secretary	Takes minutes at meetings (Steering Group, AGM, all members), arranges meetings	Deb Howitz (Dave Hill), Sarah Woodrow,
Membership Coordinator	Manages applications for trail membership	Harriet St Ledger
Venue Coordinator	Manages & allocates artists to venues	Simon Melican & Denise Lonsdale
Mini-Trail Group Lead Henleaze	Pass on information to/from Mini-Trail group	Hal Camplin
Mini-Trail Group Lead St Andrews & Horfield	Pass on information to/from Mini-Trail group	Sarah Dennis
Mini-Trail Group Lead Ashley	Pass on information to/from Mini-Trail group	Charlotte Saville
Mini-Trail Group Lead Redland	Pass on information to/from Mini-Trail group	Clare Fleming
Mini-Trail Group Lead Bishopston North	Pass on information to/from Mini-Trail group	Hemali Modha
Mini-Trail Group Lead Bishopston South	Pass on information to/from Mini-Trail group	Fiona Hamilton Walker
Publicity & Marketing Lead	Manages adverts and editorial in printed press	Nancy Chambers
Publicity & Marketing Team	Assists with adverts and editorial in printed press	Cathie Cooper, Wendy Norton
Social Media Team Lead	Creates & oversees social media strategy (with Marketing lead)	Monica Cuellar
Social Media Team Members	Post and respond on Instagram, Facebook	Ilsa Fatt, Lara Hawthorne, Mandy Sutcliffe, Lily Patterson, Laura Howarth
Image Bank	Gather artist images for leaflet & image bank	Jane Cooper, Andy Mosse
Website Designer	Design and maintain website (Paid)	Jenny Claxton
Website Support Team	Send out 'all artist' emails, news flashes, opportunities, test user experience	Liam Smale (voluntary) Kathy Wyatt, Una Breathnach Hifearnain Taoka. Hal Camplin (2 more on WhatsApp group but no names)
Leaflet production coordinator	Progress chasing each stage	Michelle Hinshelwood

Graphic Designer	Create leaflet, poster, postcard, social media assets and advert artwork (Paid)	Liam Smale
Leaflet Advertising coordinators	Sells advertising space on leaflet, website, reciprocal arrangements on social media	Stephanie Geyl & Reesha Zubair
Proof Readers	Proof read leaflet, etc.	Linda Brogan, Kelly Bogan, Dawn Thompson
Art Collectors Trail	Create art collector trail stamps, distribute to venues, collect artworks, give images to website site team and VG team, arrange collection of artworks for winners	Michelle Hinshelwood, Dawn Beadle, Fiona Grace
Newsletter	Write newsletter for website and email distribution list	Cate Davey, Andy Mosse, Natalie Butlin
Leaflet & Poster Distribution Coordinators	Create & manage list of commercial locations. Monitor distribution.	Jane Boot, Mary Kelly, Celia Birnie, Will Stewart
Leaflet & Poster Distribution Team (Bristol area locations)	Take leaflets to commercial locations in and around Bristol.	All artists
Leaflet <i>Collection points for artists</i>	Leaflets delivered from printer. Distribute to artists.	To be agreed in each mini-trail
Bishopston North		
Bishopston South		
Redland		
St Andrews & Horfield		
Ashley		
Henleaze		
Local businesses – to be defined		
Banners & Elephant Signs Coordinator	Locate, create and distribute banners	Aly Dalrymple
Banners & Elephant Signs Team		Tom Watson Sandy Creighton
Bunting Coordinator		Toni Burrows
Bunting Team		Julie Kaye, Jemima Lumley, Olga van Rijswijck
Virtual Gallery coordinator	Sets up virtual gallery of artists' work (platform tbc) plus images for Elephant's rolling window display	Candida Lonsdale
Virtual Gallery Team		Andrea Santangelo, John Waldron, Maya Dudok de Wit

New Artists Support		Laurel Smart
Other North Bristol Artists events team		
Southmead Hospital exhibition		Safa Aslam, Wendy Norton
Westbury-on-Trym Medical Centre exhibition		Lyn Harradine
Horfield Health Centre exhibition		Monica Cuellar