

## Pittenweem Arts Festival

### Director duties checklist

The following is a broad range of skills required by board members. Please check these out and indicate which skills you have.

It would be helpful to have relevant experience of any of the following:

1. Knowledge of contemporary art and craft.
2. Have contacts in the arts world.
3. Experience of managing events including exhibitions.
4. Management experience of staff and contracts.
5. Experience of aspects of infrastructure management.
6. Charity experience and knowledge of charity law.
7. Knowledge of company law.
8. Accounting experience.
9. Secretarial/administrative experience.
10. Risk management.
11. Website management and design.
12. Experience of managing Social Media.
13. PR experience.
14. Publishing experience.
15. Advertising experience
16. Fundraising

### Availability

- a) The Board meets routinely on a monthly basis and as required. Efficient e-mail communication is vital.
- b) The festival covers ten days beginning the first Saturday in August; the box office opens from July 1<sup>st</sup> to mid-August.
- c) The broad aim is to have all groundwork on participating artists' and events settled before May prior to the festival each year.

Tasks involve time input throughout the year that can vary according to demand.