

The Artweeks area coordinators role

Volunteer area coordinators are a key part of the Artweeks organisation which relies heavily on volunteer support for its energy and vibrant flavour. In the autumn the central office checks to see whether coordinators from the previous years are happy to volunteer their services again and where there are gaps in coverage, seek new ones. They also ask for volunteers through the newsletters, and ideally would like members to step forward as a press-ganged volunteer is less likely to have the required time or enthusiasm!

If you are interested in getting involved, the first thing to do is to have chat with Esther or Jo to see what it might involve. It has also been suggested that for members volunteering for the role for the first time, a written list of possible activities might be useful. However this is merely to give guidance and suggestions as all coordinators and areas are different, as are the spare time and capacity they have available. We have found that these roles generally work best when allowed to grow organically playing to the strengths of the area/coordinator, supported by the central office.

As a coordinator, at the end of January you would receive the details of the exhibitions taking place within your area and the contact details for exhibitors and the organisers of larger groups.

We suggest that coordinators

- email all local members/exhibitors in to introduce themselves in February and welcome any new exhibitors
- organise/host an area networking meeting perhaps at their home or in a local pub in February at which artists can meet one another, hear each other's plans, discuss how everyone artists can contribute to publicising Artweeks locally (taking fliers to schools and offices, where the guide and posters might be put locally) and discuss whether everyone might be happy to contribute a piece to a taster exhibition/a small financial contribution to a trail map.
- coordinate/print a trail map for all artists in the area to distribute if appropriate.
- organise a taster exhibition if applicable.
- receive a bulk delivery of the festival guides and any flags or bunting for the areas artists at the end of March and email all artists with possible collection times – or organise pick-ups at mutually appropriate times.

Area coordinators are also our the Artweeks eyes and ears out in the field, passing back feedback about the festival and its organisation, encouraging artists to use the Artweeks branding on personal invites/posters as well as at venues, and keeping an eye out that artists are following Artweeks guidelines.

In return for their help, which is very much appreciated, we offer area coordinators a free exhibition listing in the festival guide.

Oxfordshire Artweeks is generally subdivided into around 20 areas, and as artists register their exhibitions, we ask them to pick the area into which they best fall. Please note the number of venues/per area varies from year to year.

These are

In North Oxfordshire

Bampton
Banbury
Bicester
Burford
Charlbury
Chipping Norton
Kidlington
Eynsham
Witney
Woodstock

In Oxford City

East Oxford
Headington
Jericho
Oxford South and city centre
Summertown
West Oxford

In South Oxfordshire

Abingdon
Didcot
Faringdon
Henley
Thame
Wantage
Wallingford
Wheatley