

Arts Center Executive Director

You are responsible for the total operation of the Community Arts Center. As a part of City Hall, the Town Treasurer will handle your bookkeeping.

DURING BUSINESS START-UP, COMPLETE THE FOLLOWING.

Remain in your business until the **Opening Town Meeting** to help with business start-up. Your business needs everyone's help before it opens.

- 1. Complete your speech (see template sheet) and read through it once to your volunteer. Listen carefully for an announcement and you will be called to the gazebo at the appropriate time.**
- 2. Create Advertising for the Art Show**
 - Prepare four (4) Art Show Flyers to encourage citizens to visit the Art Show. In the bottom half of each flyer, print the following.
 1. Receive one JA BizTown dollar!
 2. Scavenger Hunt!
 - Study the directions for setting up the Art Show around the JA BizTown gazebo. The instructions are located in the **Art Display Set-up and Tear-down Instructions** on a cart by the gazebo.
 - You will set-up the art show **AFTER** the Opening Town Meeting.
 - Practice reading the prepared interview script. KPLR 11 will send an employee for you when it is time for the interview.

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DURING THE FIRST SET OF BREAKS (AFTER THE NATIONAL ANTHEM), COMPLETE THE FOLLOWING.

1. Hang an ad on any silver street sign pole with masking tape.
2. Set-up the Art Show around the Gazebo
 - Follow the directions in the **Art Display Set-up and Tear-down instructions**.
 - Remember to handle art work carefully and wear white gloves when moving pictures. Pick the pictures up by holding both sides, not from the top.
 - A KPLR 11 employee will bring you to KPLR 11 when it is time for your interview.

DURING THE SECOND SET OF BREAKS, COMPLETE THE FOLLOWING.

1. Taking down the Art Show
 - After your second break, you will assist visitors **until the green break**. At that time, you should close the art show.
 - Follow the directions in the **Art Display Set-up/Tear-down Instructions**. Check all artwork for damage and report any damage to the *JA BizTown* staff. Return the artwork to the storage area.
 - Assist with business clean-up at the end of the day. Recycle all used paper into the **blue** recycle bin.

Congratulations on a job well done!