



Get involved in Portland's hyper local arts focused community
Join Art on Alberta's small but mighty all-volunteer board

About Art on Alberta

Art on Alberta was established as a 501(c)(3) nonprofit in 2000 to meet the cultural and coordination needs of the arts-related organizations emerging on Portland's Northeast Alberta Street at the heart of the Alberta Arts District—a unique neighborhood with an emerging voice in the Portland art community.

Since heeding that call, this nonprofit arts organization has developed into a solid community fixture focused on *promoting the Alberta Art District's distinct cultural identity through art and educational activities*. Its reach touches a diverse audience and relies on a dedicated all-volunteer board to bring another voice to the wider arts conversation in our vibrant neighborhood, city, and beyond.

After strategically restructuring the board in summer and fall 2010, Art on Alberta seeks qualified, excited, professional individuals eager to commit to our all volunteer team via **three current/open key volunteer board roles**: *secretary, educational outreach coordinator, and public relations coordinator*.

Each position requires a two-year commitment (eligible for re*election) with an estimated two to ten hours per week of duties, on average (depending upon the month's events). General duties of each of our volunteer board members include (but are not limited to): attendance at monthly board meetings, participation and assistance in our exhibitions trailer openings and other related events, consistent/continued networking with local artists and arts organizations to foster positive relationships, and an individual financial commitment to the organization.

Duties specific to the three open board positions span:

Secretary: keeps monthly meeting minutes, distributes minutes to all board members, notifies board members of meetings and announcements, coordinates annual meeting, archives all minutes (in both paper and electronic form), and assures corporate records are maintained.

Education outreach coordinator: fosters, secures, and maintains relationships with area schools, serves as liaison for special projects with school and youth groups, works closely with exhibitions coordinator for school and youth group events, openings, and related activities.

Public relations coordinator: coordinates and manages all pr communications including events and activities listings, ongoing community events with AoA partners, related arts/education news, manages Facebook, Twitter, LinkedIn accounts, communicates with board members about upcoming events and activities, serves on partner organization committees and task forces (e.g., Alberta Main Street).

If you are interested in learning more about these board positions, or how you can otherwise engage with Art on Alberta, please visit www.artonalberta.org or contact us at president@artonalberta.org.

We are accepting letters of interest, resumes, and three references for each board position immediately. Each position is open until filled. Screened applicants can expect an in-person interview with Art on Alberta board members. Please submit your materials electronically to: president@artonalberta.org or in paper form to: Art on Alberta, 1536 NE Alberta Street #101, Portland, OR 97211.