



# Port Fish Day, Inc.

PO Box 564

Port Washington, WI 53074

[info@portfishday.com](mailto:info@portfishday.com)

## Arts & Crafts Chairman

### Organization Mission

Port Fish Day, Inc is a 501(c)(3) non-profit charitable organization of volunteers dedicated to celebrating the citizens and history of the city of Port Washington, WI and support the civic organizations that support the city.

The civic organizations supported by Port Fish Day, Inc are:

- Ozaukee Lodge #17 F&AM
- Port Washington Lions Club
- Port Washington Rotary Club
- Port Washington Yacht Club
- St John's Mens Club
- VFW Post #7588

Port Fish Day is held on the 3rd Saturday of July every year in the harbor area of beautiful Port Washington, WI.

### Position

This person serves as the point of integration within the Fish Day Committee to drive consistency of the Arts & Crafts component of Fish Day.

### Tasks

#### General Tasks:

- Oversee the festival's goals and objectives as it related to the Arts & Crafts component of Fish Day.
- Oversee the festival's tasks to ensure that the Arts & Crafts component stays on track during its planning and implementation stages.
- Unless otherwise decided, act as the official spokesperson of the Arts & Crafts portion of Fish Day.

#### Planning/Preparations:

- Prepare a manpower plan for both the planning and implementation phases.
- Prepare a Plan of Action for site preparation.
- Prepare budget proposal for approval by the Fish Day Board of Directors.
- Prepare a plan and facilities schedule for setup, event day, and take down.
- Conduct site setup.
- Develop a site maintenance plan.
- Acquire site materials as approved and required (i.e. fencing, chalking, tables).

#### Your Committee:

- Determine manpower needs for Arts & Crafts volunteers including planning and implementation phases.
- Responsible to secure volunteers to assist, as needed.
- Responsible for the conduct of all Arts & Crafts volunteers.
- Share pertinent Committee information with your volunteers.

#### Monthly Planning Committee Meetings:

- Attend monthly Planning Committee meetings or request permission to be absent from the General Chairman.
- At monthly Planning Committee meetings arrive on time, come prepared, participate, and act professionally.
- Keep an open line of communications with all other Fish Day Planning Committee members.
- Prepare an Arts & Crafts report for each monthly Planning Committee meeting.



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## Arts & Crafts Chairman

### Skills

#### Required Skills:

- Commitment to the vision, mission, and goals of Port Fish Day, Inc.
- Knowledge and appreciation of all mediums of arts and crafts.
- Strong communication.
- Willingness to collaborate and incorporate the ideas of others.
- Willingness to lead a team.
- Able to work within a budget.

#### Nice to Have Skills:

- Demonstrated experience with speaking to diverse group of people.
- Basic computer skills including use of email, word processing, and spreadsheets.
- Basic knowledge of social media tools such as Facebook.
- Willingness to speak on an as-needed basis to promote Port Fish Day.

### Schedule

Prepare for and participate in the Monthly Planning Committee meeting held the 2<sup>nd</sup> Thursday of every month at 7:00pm.

6 Months Prior to Port Fish Day work with the Marketing/ Digital Graphic Artist on development of forms/ flyers to advertise for participants. Work with the Webmaster to create the registration page for Arts & Crafts and send out emails to previous participants.

0-6 Months Prior to Port Fish Day respond to emails and other communications regarding questions from potential participants.

1-3 Months Prior to Port Fish Day solicit for volunteers.

Day prior to Port Fish Day several hours to post signage throughout the City of Port Washington with directions to Arts & Crafts Sign In and general directions for all Festival goers to the Arts & Crafts area of the festival. Chalking the area of the Arts & Crafts area to mark locations of the booths. Hold volunteer training session (if needed).

Port Fish Day available at least one (1) hour prior to when registration opens until at least one (1) hour after Arts & Crafts time ends.

Port Fish Day or day after take down all signage that was posted throughout the City of Port Washington.

### Screening

Must be able to successfully pass a background check.

### Last Updated

August 12, 2019