

DOMA ARTS COMPLEX EXHIBITIONS

EXHIBITION LEAD PROGRAM



DESCRIPTION

Exhibitions at DOMA Arts Complex will be designed around general themes and mediums. Such as African American History or Black and White Photography, etc.

Exhibition Leads are artists and community organizers that recruit artists and artworks for these exhibitions and co-curating and co-producing these events.

EXAMPLE EXHIBITION

Aug & Sep **ABSTRACTIONISM**

The idea is what it is. The depiction is an exploration. The experience is unique.



As a 501(c)-3 Nonprofit organization, our goal is to provide more opportunities for the community to access and create art, be it theatrical, musical, or aesthetic. We are always looking for collaborations, events, and productions that can help us achieve that goal and support the community.

This program has been created and structured to be efficient and collaborative in the hopes of giving all types of artists and curators an opportunity to see what goes into the process of producing an exhibition.

Follow this link to apply as an Exhibition Lead



If you have any questions, please email us at info@DOMAArtsComplex.org

DOMA ARTS COMPLEX EXHIBITIONS

YEAR TIMELINE EXAMPLE



Jan/Feb

1

GREY PHOTOGRAPHY

Looking at life through the shadows and the highlights. What moments can be captured? Where can one see the twilight between the lines?

Mar/Apr

2

CERAMICS & GLASS?

Physical Items Collection and Display. Highlighting Artists with Different Styles and Techniques. Educational and Historical.



May/Jun

3

WORLD CULTURE & INFLUENCE

Pieces Influenced by Heritage. Inspired from as many cultures outside of the U.S.A such as India, MesoAmerica, Africa, South America, Asia, etc.

Aug/Sep

4

ABSTRACTIONISM

The idea is what it is. The depiction is an exploration. The experience is unique.



Oct/Nov

5

COLLAGE AND SCULPTURE

What can an artist piece together with the things around them. What story can be told?

We can be open to short pop ups between shows like in the month of July & December

DOMA ARTS COMPLEX EXHIBITIONS

TIMELINE TEMPLATE 1



Jan/Feb

1

GREY PHOTOGRAPHY

Looking at life through the shadows and the highlights. What moments can be captured?
Where can one see the twilight between the lines?

EXHIBITION PLAN AND EXECUTION

Advertise Artist Applications	November 15th
Recruitment Deadline	December 15th
Installation Date	January 3rd (Early Delivery Available)
Period Open to Public	January 10 th to February 26 th
Reception Date	January 16th
Gallery Sections	Landscape Nature Human Figures Industrial/Empty Cityscapes etc.
Sale Period	Winter Sale (Last Week of January)-ish
Social Media / Eblast Dates	Artist Application - Nov 15 th Exhibition Announcement - Dec 20 th Reception Announcement - Jan 5 th Artist Highlights - Jan 9 th , 11 th , 13 th Day of Reception - January 16 th Sales Announcement - January 23 rd Last Chance to See - February 16 th ----- Next Artist Application - Jan 15 th Next Exhibition Announcement - Feb 20 th
De-installation Period	Last week of February
Buyer Pickup Period	Last Week of February
Artist Payout Period	March 1 st to 15 th



MORE EXAMPLES CAN BE FOUND
AT THE END OF THESE PAGES

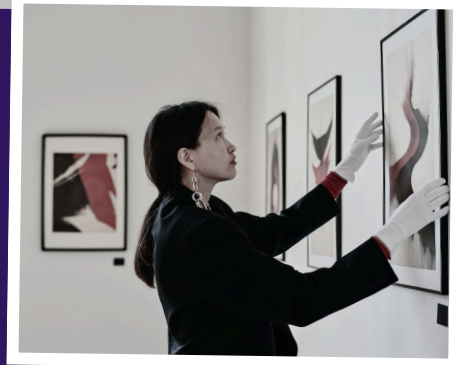
DOMA ARTS COMPLEX EXHIBITIONS

VOLUNTEER PAGE 1

Exhibition Lead

THIS PAGE IS A SHORT LIST THAT REPRESENTS AREAS OF EXHIBITION OPERATIONS THAT WOULD BE LOOKING FOR ASSISTANCE.

IN GENERAL, THESE ARE MANAGED BY THE ARTISTIC DIRECTOR.. ASSIGNMENTS WOULD BE COLLABORATIVELY WORKED ON.



Goals & Tasks

EXHIBITION CONCEPT

- THROUGHOUT THE EXHIBITION PROCESS, KEEP IN MIND THE MESSAGE, MEDIUMS, AND GENERAL CHARACTERISTICS THAT WILL DEFINE AND ENHANCE THE EXHIBITION.

RECRUIT AND NETWORK ARTISTS FOR EXHIBITION

- ATTEND RELATED EVENTS IN THE AREA FOR ARTISTS THAT MAY BE INTERESTED IN SUBMITTING WORK
- SHARE THE APPLICATION PROCESS WITH OTHER ARTISTS WHO CAN SPREAD THE WORD TO OTHERS
- FOLLOW UP WITH ARTISTS WHO EXPRESSED INTEREST
- OUR GOAL FOR THEMED EXHIBITIONS IS TO HAVE AROUND 3/6 PIECES PER ARTIST & A MINIMUM GOAL OF 8 ARTISTS.

ASSIST INSTALLATION & LOGISTICS

- WITH THE ARTISTIC DIRECTOR, PLAN THE LAYOUT FOR SUBMITTED WORKS TO ENSURE COHESIVE THEMING AND GALLERY EXPERIENCE
- SPACE IS LIMITED; USING MEASUREMENTS SUBMITTED, PRECHECK THAT SURFACE AREA IS SUFFICIENT FOR INCOMING WORKS
- COORDINATE INSTALL DAY(S) WITH ARTISTS AND STAFF, DURING THOSE DAYS ASSIST ARTISTS IN HANGING/INSTALL. YOU WILL HAVE ASSISTANCE.
- ENSURE INFORMATIONAL PLACARDS ARE CREATED AND CORRECTLY LABELED

MARKETING & PROGRAMMING

- WITH THE WEBSITE/MARKETING MANAGER, ASSIST WITH AND HAVE CRITICAL INPUT FOR ANY MARKETING CAMPAIGNS AND THE NEEDS TO COMPLETE THEM.

DOMA ARTS COMPLEX EXHIBITIONS

VOLUNTEER PAGE 2

Marketing Assistant

THIS PAGE IS A SHORT LIST THAT REPRESENTS AREAS OF MARKETING THAT WOULD BE LOOKING FOR ASSISTANCE.

IN GENERAL, THESE ARE MANAGED BY THE WEB/MARKETING MANAGER. ASSIGNMENTS WOULD BE COLLABORATIVELY WORKED ON.



Goals & Tasks

GENERAL MARKETING

- GATHER MATERIALS AND DETAILS FOR ACCURATE AND EFFICIENT MARKETING

SOCIAL MEDIA

- REVIEW SOCIAL MEDIA GOALS FOR EACH EXHIBITION AND ANTICIPATE AND PUBLISH POSTS ON SCHEDULE.
- RESPOND TO SOCIAL MEDIA INBOXES AND INQUIRIES. RESPOND TO COMMENTS AND MESSAGES.
- POST STORIES ON A REGULAR BASIS AND REPOST RELEVANT CONTENT.
- POST ON COBU, INSTAGRAM, FACEBOOK, & ANYOTHER RELEVANT PLATFORMS

WEBSITE UPDATES

- ENSURE THE WEBSITE IS UP TO DATE AND ON SCHEDULE PER EVENT & ARTIST

EMAIL BLASTS

- SCHEDULE, DRAFT, AND PUBLISH EMAIL CAMPAIGNS
- UPDATE CONTACT LISTS

PHYSICAL PRINTS & DISTRIBUTION

- REPURPOSE AND REFORMAT DIGITAL ASSETS FOR PRINT (I.E. 5X4 POSTCARDS, ETC)
- DISTRIBUTE IN LOCAL NEIGHBORHOOD AND BUSINESSES

PUBLIC RELATIONS / REACHING OUT TO NETWORKS AND PUBLISHING ENTITIES

- LOOK FOR MAGAZINES, EVENT COLUMNS, SOCIAL MEDIA ACCOUNTS, COMMUNITY BOARDS, DISCORD GROUPS, AND OTHER EVENT PUBLISHING ENTITIES TO SHARE EVENTS AND CALLS TO.



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DOMA ARTS COMPLEX EXHIBITIONS

TEAM STRUCTURE PAGE 1

Team Titles

ARTISTIC DIRECTOR
EXECUTIVE DIRECTOR
ACCOUNTING
GALLERY ATTENDANT
WEBSITE MANAGER / MARKETING MANAGER

EXHIBITION LEAD (VOLUNTEER)
EVENT & MARKETING ASSISTANT (VOLUNTEER)

EXHIBITION ARTIST(S)



Role Descriptions

ARTISTIC DIRECTOR - VICTOR SORIA

SHAPE THE ARTISTIC IDENTITY OF THE GALLERY BY DEFINING EXHIBITION THEMES, SUPPORTING ARTISTS AND CURATORS, AND MAINTAINING A COHESIVE CREATIVE DIRECTION ACROSS ALL PROGRAMMING.

EXECUTIVE DIRECTOR - CESAR SORIA

THE EXECUTIVE DIRECTOR PROVIDES ORGANIZATIONAL LEADERSHIP AND OVERSEES OPERATIONS, FINANCES, AND GOVERNANCE TO SUPPORT THE GALLERY'S EXHIBITION AND PROGRAMMING GOALS.

ACCOUNTING - JOSHUA SALAZAR

RESPONSIBLE FOR FINANCIAL TRACKING, BUDGETING, AND PAYMENT PROCESSING TO SUPPORT THE ORGANIZATIONS EVENTS AND GENERAL OPERATIONS.

GALLERY ATTENDANT - VANESSA QUINTANILLA

GALLERY ATTENDANTS SERVE AS THE PRIMARY POINT OF CONTACT FOR VISITORS, OFFERING GUIDANCE, ANSWERING GENERAL QUESTIONS, AND MAINTAINING THE PRESENTATION AND SECURITY OF EXHIBITION SPACES.

DOMA ARTS COMPLEX EXHIBITIONS

TEAM STRUCTURE PAGE 2

Team Titles

ARTISTIC DIRECTOR
EXECUTIVE DIRECTOR
ACCOUNTING
GALLERY ATTENDANT
WEBSITE MANAGER / MARKETING MANAGER

EXHIBITION LEAD (VOLUNTEER)
EVENT / MARKETING ASSISTANT (VOLUNTEER)

EXHIBITION ARTIST(S)



Role Descriptions

PART 2

WEBSITE MANAGER / MARKETING MANAGER - VICTOR SORIA

RESPONSIBLE FOR MAINTAINING THE GALLERY WEBSITE, UPDATING EXHIBITION INFORMATION, AND SUPPORTING PROMOTIONAL EFFORTS THROUGH DIGITAL MARKETING, SOCIAL MEDIA, AND COMMUNICATIONS.

EXHIBITION LEAD

SHALL ACTIVELY SEARCH FOR AND BE THE COMMUNICATION LIASON BETWEEN POTENTIAL EXHIBITION ARTISTS AND THE PRODUCTION TEAM. THIS TEAM MEMBER SHALL HANDLE PAPERTRAIL REQUIREMENTS, MANAGE MARKETING COLLECTION AND PUBLISHING EFFORTS, AND COORDINATE LOGISTIC FOR INSTALLATION, DEINSTALLATION, AND RECEPTION.

EVENT / MARKETING ASSISTANT

SHALL WORK WITH THE MARKETING MANAGER TO GATHER AND COORDINATE MATERIALS FOR MARKETING PURPOSES. THIS CAN ENTAIL THE FOLLOWING DUTIES: EVENT AND PROMOTIONAL PHOTOGRAPHY/VIDEOGRAPHY, CANVA ASSET CREATION AND MANAGEMENT, SOCIAL MEDIA/EMAIL CONTENT WRITING, ETC.

DOMA ARTS COMPLEX EXHIBITIONS

VOLUNTEER POSITIONS

Volunteer Appreciation

WE ARE ACTIVELY LOOKING FOR WAYS TO APPRECIATE THE TIME AND EFFORT VOLUNTEERS CONTRIBUTE TO FOR THE MISSION OF DOMA ARTS COMPLEX. IN REGARDS TO GALLERY VOLUNTEERS, WE HAVE IN MIND SOME WAYS TO CREDIT AND HONOR AS LISTED BELOW.

FOR MORE INFORMATION PLEASE EMAIL
INFO@DOMAARTSCOMPLEX.ORG



Acknowledgements & Appreciations

EXHIBITION LEAD

- FORMAL TITLE & CREDIT & ACKNOWLEDGMENT
 - EXHIBITION CO-COORDINATOR, [VOLUNTEER NAME] - ON RELEASED MATERIALS AND LIMITED MARKETING MATERIALS
 - ACKNOWLEDGEMENT ON RELEVANT WEBSITE PAGE(S)
- PROFESSIONAL DEVELOPMENT OPPORTUNITIES
 - PORTFOLIO REVIEWS
 - WEBSITE/PORTFOLIO AUDITS
- STANDARD/MODEST CONSIGNMENT DISCOUNT
 - IF AN EXHIBITION LEAD PARTICIPATES IN THE EXHIBITION, THEY MAY OPT IN FOR A LOWER CONSIGNMENT PERCENTAGE FEE.
- OTHER PORTFOLIO AND MARKETING OPPORTUNITIES TO HIGHLIGHT AND PRESENT YOUR ART. SUCH AS VIDEOS AND LECTURES.

EVENT / MARKETING ASSISTANT

- FORMAL TITLE & CREDIT & ACKNOWLEDGMENT
 - EVENT / MARKETING ASSISTANT, [VOLUNTEER NAME] - ON RELEASED MATERIALS AND LIMITED MARKETING MATERIALS
 - ACKNOWLEDGEMENT ON RELEVANT WEBSITE PAGE(S)
- PROFESSIONAL DEVELOPMENT OPPORTUNITIES
 - PORTFOLIO REVIEWS
 - WEBSITE/PORTFOLIO AUDITS
- SKILL-BASED / SPECIALIZED EDUCATIONAL DEVELOPMENT AND MENTORSHIP

DOMA ARTS COMPLEX EXHIBITIONS

STAFF PAGE 2

Executive Director

THIS PAGE SHALL SERVE AS A SHORT LIST OF GOALS THAT EXECUTIVE DIRECTOR WILL LOOK TO ASSIST IN AND FACILITATE FOR THE QUALITY ENHANCEMENT OF THE EXHIBITION EXPERIENCE FOR INCOMING ARTISTS AND GALLERY GUESTS.



Goals & Tasks

MISSION AND VISION

- SHALL BE A FOUNDATIONAL REFERENCE TO THE ORGANIZATION IN MAINTAINING THE FOCUS ON THE COMPANY MISSION AND COMMUNITY ENGAGEMENT

FINANCIAL MANAGEMENT

- REVIEW AND MONITOR FINANCIAL ACCOUNTING TO ENSURE FIDUCIARY COMPLIANCE AND GOAL MANAGEMENT.
- CALCULATE AND LEAD YEARLY BUDGET CALCULATIONS AND SUBMISSIONS FOR APPROVAL.
- AUTHORIZE EXPENSES IN LINE WITH APPROVED ACTIONS AND GOALS.

CLIENT & CALENDAR MANAGEMENT

- COMMUNICATE WITH POTENTIAL AND CURRENT CLIENTS & COLLABORATORS ON UPCOMING EVENTS & REQUIRED ACTIONS TO TAKE IN PREPARATION

FILING AND CONTRACTS

- REVIEW ALL DOCUMENTATION NECESSARY TO FACILITATE PROGRAMMING, INCLUDING BUT NOT LIMITED TO; CONTRACT, AGREEMENTS, RENTAL POSTINGS, MARKETING MATERIALS, TRAINING & PROCEDURES MANUALS, ETC.

TEAM LEADERSHIP & TRAINING

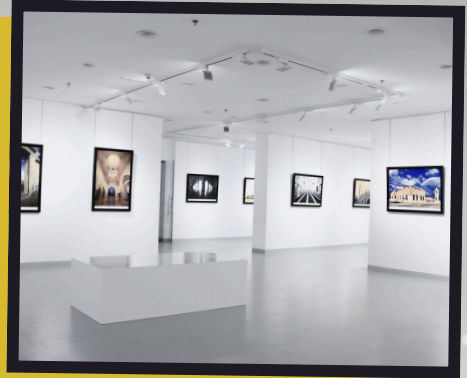
- ENSURE ADEQUATE STAFFING FOR SMOOTH OPERATIONS. MANAGE SCHEDULES AND CURRENT OR UPCOMING ASSIGNMENTS.
- BE A FRAME OF REFERENCE AND SUPPORT FOR ALL STAFF, VOLUNTEERS, CLIENTS, COLLABORATORS, AND GUESTS.

DOMA ARTS COMPLEX EXHIBITIONS

STAFF PAGE 3

Gallery Attendant

THIS PAGE SHALL SERVE AS A SHORT LIST OF GOALS THAT GALLERY ATTENDANT WILL LOOK TO ASSIST IN AND FACILITATE FOR THE QUALITY ENHANCEMENT OF THE EXHIBITION EXPERIENCE FOR INCOMING ARTISTS AND GALLERY GUESTS.



Goals & Tasks

Team Structure Page 1

DAY TO DAY OPERATIONS

- THE ATTENDANT SHALL HAVE THE ACCESS TO OPEN AND CLOSE THE FACILITIES
- MONITOR AND REPORT ON THE DAILY OCCURANCES TO RELEVANT TEAM MEMBERS

ARTWORK SALES

- ENSURE AN ADEQUATE AND GENERAL KNOWLEDGE OF CURRENT AND UPCOMING EXHIBITIONS, INCLUDING ARTISTS, RELEVANT ARTISTIC TECHNIQUES, PRICING, ETC.
- BE TRAINED AND PROFICIENT IN OUR POS SYSTEM AND HOW TO COLLECT PAYMENT AND PROCEED THROUGH DIFFERENT SALES PROCEDURES.
- UNDERSTAND AND UPDATE THE INVENTORY MANAGEMENT SYSTEM

CUSTOMER MANAGEMENT

- COMMUNICATE WITH CUSTOMERS ON ART SALE PROCEDURES AND PAPERWORK
- UNDERSTAND SALES PROCEDURES DEPENDING ON CUSTOMER NEEDS AND CONSTRAINTS
- KEEP TRACK OF SOLD ART AND CUSTOMER INFORMATION TO LATER CONTACT AND FACILITATE PICKUP TIMES AT THE END OF EXHIBITION.

GALLERY MAINTENANCE

- SHALL KEEP THE GALLERY IN A PRESENTABLE FASHION AND ENSURE A CLEAN AND SAFE SPACE AND ENVIRONMENT.

GENERAL ASSISTANCE

- SHALL BE AVAILABLE TO ASSIST DURING GALLERY EVENTS, MARKETING CAMPAIGNS, RESEARCH ENDEAVORS AND GENERAL OPERATIONS.

DOMA ARTS COMPLEX EXHIBITIONS

TIMELINE TEMPLATE 2



Mar/Apr

2

CERAMICS & GLASS?

Physical Items Collection and Display. Highlighting Artists with Different Styles and Techniques. Educational and Historical.

EXHIBITION PLAN AND EXECUTION

Advertise Artist Applications	January 15th
Recruitment Deadline	February 15th
Installation Date	March 3rd (Early Delivery Available)
Period Open to Public	March 10 th to April 26 th
Reception Date	March 16th
Gallery Sections	Hanging Glass Glass and Ceramic Containers Light & Glass Structure Repaired Glass/Ceramics, etc.
Sale Period	Spring Sale (Last Week of March)-ish
Social Media / Eblast Dates	Artist Application - Jan 15 th Exhibition Announcement - Feb 20 th Reception Announcement - March 5 th Artist Highlights - March 9 th , 11 th , 13 th Day of Reception - March 16 th Sales Announcement - March 23 rd Last Chance to See - April 16 th ----- Next Artist Application - March 15 th Next Exhibition Announcement - April 20 th
De-installation Period	Last week of April
Buyer Pickup Period	Last week of April
Artist Payout Period	May 1 st to 15 th



DOMA ARTS COMPLEX EXHIBITIONS

TIMELINE TEMPLATE 3



May/Jun

3

WORLD CULTURE & INFLUENCE

Pieces Influences by Heritage. Inspired from as many cultures outside of the U.S.A such as India, MesoAmerica, Africa, South America, Asia, etc.

EXHIBITION PLAN AND EXECUTION

Advertise Artist Applications	March 15th
Recruitment Deadline	April 15th
Installation Date	May 3rd (Early Delivery Available)
Period Open to Public	May 10 th to Jun 26 th
Reception Date	May 16 th
Gallery Sections	African Inspired Asian Inspired Scandinavian Inspired Native American Inspired, etc.
Sale Period	Memorial Day Sale (Last Week of May)-ish
Social Media / Eblast Dates	Artist Application - Mar 15 th Exhibition Announcement - Apr 20 th Reception Announcement - May 5 th Artist Highlights - May 9 th , 11 th , 13 th Day of Reception - May 16 th Sales Announcement - May 23 rd Last Chance to See - June 16 th ----- Next Artist Application - Jun 15 th Next Exhibition Announcement - July 20 th
De-installation Period	Last week of June
Buyer Pickup Period	Last Week of June
Artist Payout Period	July 1 st to 15 th



DOMA ARTS COMPLEX EXHIBITIONS

TIMELINE TEMPLATE 4



Aug/Sept

4

ABSTRACTIONISM

The idea is what it is. The depiction is an exploration. The experience is unique.

EXHIBITION PLAN AND EXECUTION

Advertise Artist Applications	June 15th
Recruitment Deadline	July 15th
Installation Date	Aug 3rd (Early Delivery Available)
Period Open to Public	Aug 10 th to Sept 26 th
Reception Date	Aug 16 th
Gallery Sections	Splatter/Strokes Geometric Design Shapes in Play Hidden Symbolism, etc.
Sale Period	Summer Sale (Last Week of Aug)-ish
Social Media / Eblast Dates	Artist Application - Jun 15 th Exhibition Announcement - July 20 th Reception Announcement - Aug 5 th Artist Highlights - Aug 9 th , 11 th , 13 th Day of Reception - Aug 16 th Sales Announcement - Aug 23 rd Last Chance to See - Sept 16 th ----- Next Artist Application - Aug 15 th Next Exhibition Announcement - Sept 20 th
De-installation Period	Last week of September
Buyer Pickup Period	Last week of September
Artist Payout Period	October 1 st to 15 th



DOMA ARTS COMPLEX EXHIBITIONS

TIMELINE TEMPLATE 5



Oct/Nov

COLLAGE & SCULPTURE

5

What can an artist piece together with the things around them. What story can be told?

EXHIBITION PLAN AND EXECUTION

Advertise Artist Applications	August 15th
Recruitment Deadline	September 15th
Installation Date	Oct 3rd (Early Delivery Available)
Period Open to Public	Oct 10 th to Nov 26 th
Reception Date	Oct 16 th
Gallery Sections	Another Man's Trash... Collage and Perception Stone Imagery Anthropomorphic Storytelling, etc
Sale Period	Fall Sale (First Weekend of November)-ish
Social Media / Eblast Dates	Artist Application - Aug 15 th Exhibition Announcement - Sept 20 th Reception Announcement - Oct 5 th Artist Highlights - Oct 9 th , 11 th , 13 th Day of Reception - Oct 16 th Sales Announcement - Nov 2 nd Last Chance to See - Nov 16 th ----- Next Artist Application - Nov 15 th Next Exhibition Announcement - Dec 20 th
De-installation Period	Last week of
Buyer Pickup Period	Last week of September
Artist Payout Period	October 1 st to 15 th

