2025 NTXB Art Projects Lead Agreement

ROLE DESCRIPTION

The Art Projects Lead is responsible for facilitating the art grant process, including the creation and updating of the applications page, the organization of submissions, gathering and leading volunteers on the art grant committee, submitting grant totals to LLC for review/payment, and communicating effectively with art grant applicants. They also designate art project placement and mark the spaces for art projects at the event.

SKILL SET

- Organization
- Leadership and delegation

REQUIREMENTS

- Ability to create Google Form for art grant submissions
- Ability to attend final Work Weekend or event during early entry for art project placement marking

PRE-EVENT

- Set and adhere to the Art Projects timeline of deliverables
- Select, at minimum, one Assistant Lead to support and serve as back-up Lead
- Promote Art Grant Application and recruit Art Grant Committee members
- Establish the Art Grant Committee
- Lead the Art Grant committee in:
    - Creating/ updating the 2026 Art Grant Application and Guidelines
    - Soliciting applicants for Art Grants
    - Drafting annual budget and submitting it to the Art AF
    - Judging Art Grant entries and ensuring they adhere to Art Grant regulations
    - Providing a list of Art Grant recipients to LLC for final safety approval
    - Coordinate with LLC in creating Art Grant Recipient Contracts
    - Announcing 2025 Art Grant recipients
- Manage communication with artists as questions arise
- Provide updates on status to Art AF prior to Batcave meetings
- Promote Art Project Placement Registration form, including those applying for an art grant
- Collect Art Placement Registration entries
- Work with City Placement, City Mapping and Fire Art Safety Leads for best placement of art projects

DURING EVENT

- Arrive to event during early entry to place signs clearly marking art placements for participants
- Interface with artists regarding their project placement, as needed

POST-EVENT

- Collect receipts from art grant award recipients and submit to LLC
- Turn in Afterburn report to Batcave no later than 2 weeks post-event.

ACKNOWLEDGEMENT

I have read, understood, and agreed to perform these duties for NTXB in 2026. If I cannot perform these duties, I will delegate someone to perform them.

_____	_____
Lead	Date
_____	_____
Batcave Member	Date
_____	_____
LLC Member	Date