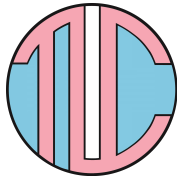


Showcase Coordinator – Trans Unity Coalition (TUC)

Volunteer Position | Unpaid | Remote

Role title:	<u>Showcase Coordinator</u> . May be referred to as SC.
Primary Division:	True Self Expo (TSE)
Reports to:	Current Executive Director (ED)
Duration:	Ongoing, indefinite
Great early experience for:	Arts program coordinator, event marketing specialist, cultural programs associate, or creative projects manager



Duties:

General Provision: The following duties are non-exhaustive. As such, additional needs may be incorporated as this role develops. All duties and responsibilities pertaining to the SC role are subject to change at the discretion of the non-profit ED, but will be best kept in line with the essential needs of the True Self Expo team and its resources.

TSE Art Showcase: Under guidance from leadership, plan and coordinate TUC's art showcase to be held in multiple locations across the country. This may include utilizing the artist network compiled by the artist outreach manager (AOM) or identifying new business partners.

Event Coordination: Work alongside the TUC event coordination team to address logistical needs for TSE.

Time Expectation: SC should expect up to approximately 2-5 volunteer hours per week.

Additional Terms:

Acting Authority: Under these stipulations, the ED has final say and decision-making authority over role changes and new assignments. No final decision to act is to be made without permission from a supervisor, or in lieu of one, the Executive Director.

Role Flexibility: This volunteer role serves to further expand the True Self Expo team, as the collective team at TUC fleshes out various needs and duties during its development as an expanding non-profit organization.

This role also provides for role flexibility while acknowledging that due to TUC's many needs across several teams, the ED ultimately has final say regarding role need, direction, and decision-making. To accommodate this relationship, the ED aims to provide listening space for the purpose of learning how to improve this role.