



12x12 Committee Job Descriptions

Please email audrey@ovac-ok.org if you are interested in serving on the 12x12 committee.

All Committee members

Time commitment: 3 hours per month

Perfect for: people who love art, brainstorming new ideas, and working on a team

- Participate in committee meetings, as well as subcommittee of choice
- Attend and assist with the events
- Follow up with sponsors

Co-Chairs

Time commitment: 3 additional hours per month

Perfect for: people who love 12x12 and OVAC, making ideas reality, and leading a team

- Recruit committee members
- Lead committee meetings
- Check in with subcommittees to help solve problems and provide support when needed

Fundraising Subcommittee

Time commitment: 2 additional hours per month

Perfect for: people who want to be ambassadors for OVAC and work best with clear goals

- Lead the committee in following up with sponsors via email, text, or phone call
- Organize which committee members should be contacting which sponsors
- Set fundraising goals and rewards for the committee
- Recruit raffle prizes

Entertainment Subcommittee

Time commitment: 2 additional hours per month

Perfect for: people who love art, food, and don't mind getting messy

- Participate in the art selection meeting to nominate and invite new artists to 12x12
- Help recruit restaurants (12x12 and OKC Preview) and coordinate pick ups/signage
- Assist with hanging artwork for previews and main event
- Plan and install decorations for the space

PR/Marketing Subcommittee

Time commitment: 2 additional hours per month

Perfect for: people who are active on social media and have community connections

- Assist with design for signage, tickets, and social media graphics
- Promote all events on social media
- Help staff send press releases
- Recruit volunteers for all events, including previews and install week

Staff is responsible for administrative duties including mailings, keeping track of sponsors, communication with committee, coordinating with artists, and contacting vendors.