

Roles and Responsibilities Worksheet

Please use this worksheet to parse out small and large tasks between individuals in your organization or with outside partners.

Task	Responsibilities	Staff
Facility Survey	Complete surveyAnalyze results	
Community Resource Survey	 Identify partnerships Identify other community programs in the area 	
Patron Survey	Adapt surveyDistribute survey to patronsTally responses	
Hiring Teaching Artist (TA)	 Identify at least 3 teaching artists to interview Request teaching artist resumes Interview teaching artists via telephone Select one of the teaching artists 	
Site Visit	 Introduce the teaching artist to staff Designate a staff person as the primary contact during class Show teaching artist the space for the class Show teaching artist where storage/supply area is located Go over emergency protocols 	
Program Design	 Coordinate with teaching artist to determine an appropriate schedule Discuss an appropriate curriculum and budget Curriculum is completed by teaching artist Budget is completed collaboratively 	
Program Logistics	Purchase class materialsSecure/rent space for class	



	Secure/rent space for culminating event	
Marketing and Promotion	Create promotional and marketing materialsDistribute materials	
Registration	 Create registration Remind registrants before class start date Waitlist (if needed) 	
Program Implementation	 Take attendance each class Follow up with participants if they don't show Assist the teaching artist with materials, copies, sound equipment, etc. 	
Culminating Event Logistics	 Finalize plans with teaching artist Invite friends/family of participants, general public, board members, city officials, etc. Prepare refreshments Purchase Set up/Clean up 	
Culminating Event Agenda	 Welcome guests Introduce teaching artist and the class Distribute thank-yous Promote next class 	
Evaluation	 Share "Post-Program Participant Survey" Share "Culminating Event Audience Survey" 	