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 survey ● Analyze results	
Community Resource Survey	● Identify partnerships ● Identify other community programs in the area	
Patron Survey	● Adapt survey ● Distribute survey to patrons ● Tally 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
	  o Curriculum is completed by teaching artist
	  o Budget is completed collaboratively	

Program Logistics	● Purchase class materials ● Secure/rent space for class	

	● Secure/rent space for culminating event	
Marketing and Promotion	● Create promotional and marketing materials ● Distribute 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
	  o Purchase
	  o 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"	