

Roles as project leader (not necessarily comprehensive).

Some of the problems and some of the delegations.

I have project lead in the past, but not such a large and diverse group. I am really pleased that I did take on the role, but probably should have delegated far more.

It has been very rewarding, insightful but also extremely time consuming and at times stressful.

- Writing the proposal for the space
- Ascertaining how many artists were involved – some difficulties with lack of communication
- Designing the poster - Daniel
- Arranging meetings with the group – not everyone turns up
- Coordinating with the exhibition's staff at Chelsea
- Gallery induction – Frederic, Jacqui, came along to get a sense of the space for curation and support as did Tom
- Invigilation rota – I set this up but not everyone signed up
- Risk Assessment - Cara took this role
- Curation – Daniel, Frederic, Jacqui & Eva took this role
- Visitors book
- Cash box for donations
- Paying for incidentals out of our funds such as taxi for transporting the work (taken by Daniel & Frederic); photocopying
- Organising the PV – everyone was to bring 2 bottles of wine some bought cups and soft drinks too
- Marketing – Facebook event page, Set up a MFA Group page until we have a website sorted, posters to encourage people to sign the visitors book and to follow us and keep in the loop on our new Facebook page; other channels included:

ArtMap London, Art Rabbit, a-n, Artslant, Artlyst, contacts on Facebook, other contacts via email, Post Graduate Community, SUARTs

- Making sure that artwork was delivered on time to the studio – I asked for work to be in a week ahead of the show to allow the curators time to get a sense of the work – not all pieces were handed in that week, so deadlines not met
- Rules for invigilation to be passed on to the group – uncertainty of who has read and digested what to do
- Guest list for Estates at Chelsea
- Invigilation rota to be sent to exhibition's staff at Chelsea
- Setting and coordinating the hours of the show
- Setting and communicating with the artists
- Collating images of the work to market through Facebook as teasers
- Collating artist's details including: email address, telephone numbers title of work, medium used – Amber and Yolanda
- Press release – Amber and Yolanda, proof read and set out by Dan