

**Demonstrations Coordinator****Job Description****Duties and Responsibilities**

- Be a contact person for organizations wanting weaving and spinning demonstrations.
- Through communication with host organization, determine the space available and how many spinners and weavers can participate, then organize ASH weavers and spinners to demonstrate.
  - Recommended: minimum of 3 per time slot - 3 hours, or am and pm shifts.
  - 2 spinners (they bring their own wheel) and make sure that the wheels can be brought in and out during show hours; i.e, at the World Trade and Convention Centre, Cunard Centre, etc.
  - Encourage weavers and spinners to bring samples for display.
- Store loom and bench between demonstrations.
- Transport loom and bench to demonstration sites. (This is easier with two people, but can be managed on own.)
- Have warp ready to weave and arrange to have weft yarns available.
- The loom can be rented for \$20.00 per month, except during the months of demonstrations;
  - usually November, May, July and August.
- List of things to take to demonstrations:
  - Loom
  - Bench
  - More than one shuttle
  - Samples of Weaving and handspun yarns
  - ASH Brochures
  - Easel and sign
  - Spinning Sample Book (Joan Thome)
  - Cotton Kit (from library)
  - Wool Kit (from library)
- Write an annual report for the May issue of Loomsong