Artist Involvement Monthly (AIM) Tasks

AIM Level 1 50/50 = 0 points required

AIM Level 2 60/40 = 15+ points required

AIM Level 3 70/30 = 20 points required (must include 15 hours/points working in the shop; shifts are flexible, let’s talk about what days and hours work for you); must be a key-holder and be able to open/close. This level is by invitation.

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| Current | Task | Points/hour | Description |
| \* | Organize basement storage  | 2 | Sort, organize, clean basement storage room |
| \* | Organize red room  | 1 | Sort, organize, clean the red kitchen/storage room |
| \* | Distribute shop flyers (offsite) | 1 | Take shop flyers to local OCC businesses and around COS |
| \* | Promote Henna Events (offsite) | 1 | Call/email schools, churches, etc |
| \* | Make price tags (offsite) | 1 | Print, cut out, assemble grey tags |
| \* | Print & cut (offsite) | 1 | Print and cut out needed flyers and information sheets |
| \* | Filing | 1 | Filing paperwork as needed |
| \* | Deep Cleaning | 1 | Dust artwork, mopping, windows, bathroom, vacuum, disinfect, etc |
| \* | Office phone research (offsite) | 1 | Research functions on the office phone, set up call forwarding, record new greeting, etc. |
| \* | Inventory recount | 1 | Check stock, check codes and labels |
| \* | 5-hour shift | 1 | Work at the shop with us |
| \* | Donate supplies (offsite) | 1/$10 | Ask what our current needs are  |
| \* | Social media (offsite) | 1 | Comment on shop post, repost with comment on your personal page (6 times/month) |
| \* | Special Event  | 1 | First Friday, Territory Days, etc |
| \* | Artist nametags for shifts/First Friday (offsite) | 1 | Design, create permanent nametags for artists to use while working in the shop and events |
| \* | Hang chandelier | 2 | Install large light fixture in back (need to be capable of working with electricity) |
| \* | Fill Art-O-Magic vending machine | 1 | Fill empty capsules(we give you the art), restock machine, empty tokens |
| filled | Hang coat rack | 1 | Hang coat rack in red room |
| \* | First Friday Food | 2 | Pick up, set up, manage, clean up food |
| \* | Featured Artist Social Media posts (offsite) | 1 | Create and post about featured artists weekly |
| filled | Artist Bio (offsite) | 1 | Design, assemble, maintain Artist Bios |
| \* | Google page (offsite) | 1 | Manage/maintain shop Google page |
| filled | First Friday Sticker of Whimsy (offsite) | 1 | Design and create a monthly sticker |
| filled | Front Window Display | 1 | Design and curate the front window as needed |
|  | Barcodes | 2 | Barcode update to POS (future) |
|  | Creative | varies | If you have a suggestion that will improve the shop, let’s talk! |