

Chamberlain

Royal Æthelmearc Guild of Brewers, Vintners, and Meadhers

Mission Statement

The mission of the Royal Æthelmearc Guild of Brewers, Vintners, and Meadhers (hereafter referred to as “the Guild”) is to promote and practice within the Kingdom of Æthelmearc, Society for Creative Anachronism, Inc., the science of historical brewing defined as the production of potable alcohol through a fermentation process using equipment, processes, and/or ingredients documented to have been in use prior to 1601 A.D.

Please visit brewers.aethelmearc.org to learn more.

Position

The Chamberlain is responsible for maintaining, storing, and making available to project officers and Regional Deputies for Guild-sponsored activities any of the equipment owned or retained by the Guild.

The Chamberlain reports to the Guildmaster.

Specific responsibilities include:

- Create and maintain an inventory of all Guild-owned equipment, to include date acquired, cost basis, location, state of repair, and maintenance performed.
- Provide complete inventory to the Guild Exchequer annually in January for the purpose of determining depreciation.
- Provide the Guildmaster with information necessary to determine the need for funds expenditures for maintenance or replacement of Guild-owned equipment.
- Perform or arrange for other experts to perform maintenance/upgrades as required on all Guild-owned equipment.
- Respond to Regional Deputies and Project Officers requiring or requesting equipment for Guild-sponsored activities (such as the Pennsic Æ Royal Bar.)
- Provide or arrange for transportation of Guild-owned equipment to and from Guild-sponsored activities.
- Provide an annual report to the territorial and staff officers on the state of equipment owned by the Guild.
- Participate in officer meetings and special project committees as necessary.
- Train their replacement.

Qualifications

The Chamberlain will have the following experience and attributes:

- Be resident within the kingdom.
- Be familiar with basic maintenance and cleaning requirements for the most common pieces of equipment likely to be owned by the Guild.
- Be familiar with and have access to email, word processing, and spreadsheet software.
- Have communication skills to include the ability to communicate in a clear and concise manner and the ability and desire to respond to correspondence in a timely manner.
- Be comfortable using web-based resources such as kingdom and Guild websites, social media, email, and Google tools.
- Be able to communicate with, organize and work with volunteers from a diverse population towards a common goal.
- Be flexible and a self-starter; able to multitask while also being highly detail oriented.
- Display the personal qualities of integrity, credibility, and a commitment to the mission of the Guild.

There is no requirement that the Chamberlain be a paid member of the Society, nor is there a requirement that they be an active brewer – although some experience working with brewing and serving equipment is desirable.