Coordinator, Art Gallery

Job Code 50013521

General Description
Responsible for organizing all operational, supervisory, marketing and financial aspects of exhibitions at the Texas State University -- Department of Art and Design Galleries.

Example of Duties
Plan, design and install all exhibitions in the Gallery.
Plan and oversee gallery opening receptions.
Monitor the security tasks of artwork exhibited.
Design and give presentations as well as tours of the exhibit.
Prepare catalogs and handouts in advance for upcoming events. Provide reference and information service to visitors.
Supervise and conduct lectures.
Curate artworks for exhibition.
Coordinate the transportation of works for the exhibition.
Organize payment of Gallery related services.
Maintain mailing list of visitors and users of the Gallery.
Supervise student workers and interns.
Facilitate and execute multiple special events requests.
Research and solicit donations.
Provide outreach for development of a Gallery Patronage Program.
Design and update Gallery webpage.
Perform other duties as assigned.

Knowledge, Skill and Abilities
Knowledge of: University purchasing regulations; installation and handling procedures for artwork; design layout for exhibitions; current trends in artistic expression.

Skill in: formulating an exhibition schedule; computer generated graphics and design; creating presentations and proposals; budgetary decisions.

Ability to: provide artistic information and reference; identify equipment supplies needed for gallery use; keep accurate financial records; make effective purchase decisions.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Reviewed on 5/17