

# Texas State University System

Office of the Chancellor  
Austin, Texas

## DIRECTOR FOR PUBLIC ART

### *Position Description*

The Director for Public Art (Director) is a member of the Texas State University System (TSUS) Administrative Office staff, reporting to the Chancellor.

The Director enriches the cultural and intellectual character of TSUS by managing the upkeep and maintenance of existing works of art in the collection, and by soliciting, evaluating, and commissioning new original works of art. Additionally, the Director serves as a liaison to TSUS personnel and the community, including managing a public education program related to the works of art in the collection.

### *Essential Duties*

The Director manages a broad range of duties as assigned by the Chancellor with a high degree of independence and sound judgment. Specific duties include, but are not limited to, the following:

- Write and publish art project prospectuses in the form of Requests for Qualification (RFQ) and Requests for Proposals (RFP) in accordance with state procurement laws.
- Spearhead evaluation and selection of artists based on submissions to RFQ's; coordinate interviews and design competitions among finalists responding to RFPs.
- Facilitate communication and negotiations among artists, designers, clients, and stakeholders to integrate public art fully and successfully into capital project planning and construction.
- Accession and catalogue works of art in the collection according to professional curatorial standards.
- Direct committee meetings and actions for all system institutions, including annual election, orientation, and training, of new members.
- Deliver public lectures and tours for university and civic organizations as needed.
- Draft, negotiate, and administer commission contracts with selected artists, ensuring compliance from design phase through installation.
- Maintain open and effective communication with entire project team, including artists, personnel, design and construction partners, TSUS institutions, System Administration, committees, and others as needed throughout the life of the project.
- Develop and implement policies and procedures that enhance program efficiency and effectiveness.
- Develop new management technology & strategies to ensure efficient processes are in place.
- Maintain complete and accurate budgets and records.
- Collaborate with clients, project managers, design teams, and relevant committees to identify opportunities for inclusion of public art in capital projects.
- Manage public art project budgets.

- Perform condition surveys, manage, and supervise professional conservation and maintenance treatments, and maintain written and photographic condition reports.
- Develop and distribute publicity materials, such as interviews, press releases, educational print materials, and photographs.

### **Required Education**

#### **Minimum Education**

Bachelor's degree in a closely related area of expertise.

#### **Preferred Education**

- Bachelor's degree in Fine Arts, Art History, Art Administration, Urban Planning, Museum Studies, or closely related field.
- Master's degree in a closely related field.

### **Required Experience/Skills**

#### **Minimum Experience/Skills**

- 5 years of experience in planning, developing, or implementing programs/projects or research grants. *\*Additional education may be substituted for required experience on a year for year basis.*
- A firm background in an arts-related field (especially studio art, art history, and/or museum studies).
- Ability to handle a complex and multi-faceted workload while working independently under general supervision with moderate latitude for the exercise of initiative and independent judgement.
- Prior experience with:
  - coordinating/leading projects and teams,
  - managing processes, resources, and people,
  - using deductive reasoning, problem solving, and making decisions, and
  - working successfully in a collaborative environment.
- Possession of:
  - high visual-spatial ability and depth perception,
  - excellent verbal and written communication skills,
  - strong negotiation and consensus-building skills,
  - sensitivity and flexibility in working with diverse constituents,
  - the ability to speak in public, judge distance, distinguish colors, and listen carefully to others (in person and by telephone).

#### **Preferred Experience/Skills**

- Four (4) years of administrative experience managing projects, budgets, contracts, and grant development. Prior experience as arts administrator (especially public art manager or museum curator).
- Expertise in writing and securing grants.
- Prior experience with:
  - developing and implementing policy & procedures,
  - strategic planning, and

- marketing and public relations.
- Knowledge of:
  - design and construction processes related to commissioning art, and
  - collection management best-practices.

### ***Salary and Benefits***

Expected minimum salary is \$105,000 but will be commensurate with the qualifications and experience of selected applicant. Customary and usual state employee benefits apply, including health insurance, annual and sick leave, holidays, and retirement plans.

### ***Contact Information***

Interested applicants should clearly demonstrate the applicant's ability and experience by emailing a cover letter, resume, and portfolio of select work examples (curated pieces, published papers, art prospectus examples, etc.) to:

Ms. Hannah Taplin  
Office of the Chancellor  
The Texas State University System  
Email: [Hannah.Taplin@tsus.edu](mailto:Hannah.Taplin@tsus.edu)

### ***Additional Information for Applicants***

- Information about The Texas State University System can be found online: <https://www.tsus.edu/about-tsus.html>
- The Texas State University System is a tobacco-free/drug free workplace.
- A criminal history background check will be required for finalist(s) under consideration for this position.
- The Texas State University System is an "at will" employer.
- If hired, you will be required to complete the federal Employment Eligibility Verification form, I-9. You will be required to present acceptable, original documents to prove your identity and authorization to work in the United States. Information from the documents will be submitted to the federal E-Verify system for verification.

**THIS POSITION WILL REMAIN OPEN UNTIL IT IS FILLED.**

**The Texas State University System is an Equal Opportunity Employer**