

The University of Texas at San Antonio

Job Description

Job Title: Art Specialist

Code: 8325

Salary Grade: 62

FLSA Status: Exempt

Department/Division: Office of the President

Reports To: Dual reporting through Office of the President and the University Bursar

Summary

- Function: To provide a high level of professional knowledge and skill to coordinate and manage the UTSA art collection.
- Scope: Responsible for management of collections of artwork including maintenance of records, storage and conservation, special events, loans and collaborations.

Duties

- Typical:
 1. Inspect the condition of all art pieces prior to acquisition.
 2. Make recommendations for installing artwork.
 3. Serve as the primary handler of the University Art Collection, including approving, installing, and maintaining art pieces in the collection.
 4. Coordinate the moving of art work.
 5. Maintain records of artwork collections and artist information.
 6. Coordinate with the Office of Communications on special events involving art displays.
 7. Introduce different concepts for lectures, art shows, and other projects.
 8. Perform additional duties as assigned.
- Periodic:
 1. Prepare information for posting on the internet.

Education

Required	Preferred
Bachelor's Degree from an accredited institution.	Master's Degree from an accredited institution.

Other Requirements

Required	Preferred
Criminal Background Check. (CBC)	N/A

Experience

Required	Preferred
Three years of work experience in art collection management. Experience to include working with copyright laws.	Four or more years of experience in art collection management to include experience in Higher Education.

Equipment

Required	Preferred
Experience using digital imaging and scanning technology. Knowledge of the operation of basic equipment used in the field.	N/A

Working Conditions

Usual	Special
Normal office environment.	Occasional exposure to photographic chemicals and those used in handling artifacts.

Supervision

Received	Given
General supervision.	May supervise students and/or clerical staff as assigned.

Accuracy

Proficiency in all duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
