

The University of Texas at San Antonio

Job Description

Job Title: Art Gallery Coordinator
Code: 8360
Salary Grade: 56
FLSA Status: Exempt
Department/Division: Art & Art History/College of Liberal and Fine Arts
Reports To: Art Gallery Director

Summary

- Function: To coordinate and oversee operational aspects of the art gallery.
- Scope: Responsible for performing and overseeing administrative and operational functions in support of the UTSA Art Gallery.

Duties

- Typical:
 1. Oversees daily gallery activities; provides support for fiscal and administrative tasks included, but not limited to, purchasing, correspondence, publications, travel, accounting, and scheduling.
 2. Acts as a liaison with outside artists and curators; provides coordination for exhibit delivery, set-up and display.
 3. Acts as a liaison with publicity and press members; provides information and details for gallery exhibits and activities.
 4. Plans and coordinates receptions and special events in the gallery to include catering, facilities, parking, and guest lists.
 5. Manages and maintains mailing and distribution lists; creates and oversees mailings, announcements and publications.
 6. Collaborates with Satellite Space Coordinator.
 7. Researches and recommends grants, sponsored programs and new projects.
 8. Supervises, hires and coordinates student gallery attendants.
 9. Assists with departmental fundraising.
 10. Performs other duties as assigned.
- Periodic:
 1. Attends meetings; serves on committees.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Bachelor's degree in Fine Arts or Business Administration from an accredited institution.

Other Requirements

Required	Preferred
Demonstrated effective public relations, interpersonal and written communications skills.	N/A
Ability to work independently and multi-task in a deadline driven environment.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
One year of experience in administrative coordination or management.	Similar experience in an art gallery or museum environment.
	Similar experience in higher education.

Equipment

Required	Preferred
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office conditions.	Evening and weekend hours required for gallery openings and receptions.

Supervision

Received	Given
Overall review from Gallery Director; determines own work methods and solves problems independently.	Direct supervision of student workers; may directly or indirectly supervise support staff.

Accuracy

Proficiency in all phases of the duties performed.
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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.