

## Specialist, Art Studios & Exhibitions

**FLSA Status:** Non-Exempt

**Pay Grade:** 11

**Job Title ID:** 11101

**Job Series/Job Family:** Academic Transfer & General & Developmental Education Series / Arts & Humanities Family

### Reports To

Arts Department Chair

### Job Purpose

To provide technical oversight and coordination of the ACC Art program exhibitions, and oversee the college Art studios and labs.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Coordinates the Art department studio maintenance activities; repairs and maintains studio equipment including drawing tables, easels, light stands, and other studio equipment; maintains art shop equipment not limited to belt sanders, table saws, band saws, drill presses, and electrical hand tools.
2. Schedules, coordinates, and implements ACC Art exhibitions, annual student/faculty special exhibits, installations and removals, receptions, and media announcements.
3. Constructs exhibit units including pedestals, walls and cases; coordinates with ACC construction staff as needed; designs signage and labels for artwork.
4. Maintains, tracks, and stores ACC permanent art collection; creates and catalogs the collection; photographically documents each collection piece; oversees relocation, delivery, and installation of art at designated College locations.
5. Assumes responsibility for delivery, transportation, and relocation of art and installation equipment and materials.
6. Provides assistance to instructors and students in art studios; delivers art supplies to College campuses.
7. Assists with department budget by determining costs for repair and purchase of all art materials, tools, and equipment.
8. Oversees construction and installation by exhibits committee, and hourly and work study employees.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Equipment and machine repair and maintenance.
- General building and construction techniques.
- Techniques and processes for storing and maintaining art collections.

### Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Maintaining an established work schedule.

- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Designing, constructing, and coordinating art exhibitions.
- Maintaining art studio facilities and equipment.
- Maintaining, storing, transporting, and tracking permanent art collections.
- Photography and artistic design.
- Repairing and maintaining shop equipment.

### **Computer Skills**

#### ***Required***

- Demonstrated proficiency using standard office software applications as well as Photoshop.

### **Physical Requirements**

#### ***Required***

- Occasional moving and/or lifting of objects up to 50 pounds.
- Subject to standing for long periods of time, walking, sitting, stooping, kneeling, pushing, pulling, reaching, climbing ladders, and using hand tools.
- Work is performed in a studio or museum environment.

### **Work Experience**

#### ***Required***

- Two years related work experience.

#### ***Preferred***

- Creating and constructing art exhibits and exhibitions. Mechanical/technical repair and maintenance of shop equipment.

### **Education**

#### ***Required***

- Bachelor's degree in Fine Arts.

### **Licenses/Certifications**

#### ***Required***

- A valid Texas Drivers License.

### **Safety**

#### ***Required***

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.