

University of Houston – Clear Lake

Position Description

Job Title: **Assistant Director, Art Gallery**

Job Code: **3168**

Pay Grade: **020**

FSLA: **EX**

Location: **UHL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Fine Arts or related field	Master's degree in Fine Arts or related field
Experience	Three or more years of art gallery experience	Higher Education experience
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Preparation of artwork, physical installation and removal of all art exhibits. Preparation of walls and pedestals as needed for exhibits. Prepare signage. Maintain and update mailing list and perform general office work. Assist with educational programming – workshops, lectures, etc. Liaison between Art Gallery and Office of Communication.

Duties and responsibilities	% Time
Preparation of artwork, physical installation and removal of all art exhibits. Preparation of walls and pedestals as needed for exhibits. Prepare signage.	60
Maintain and update mailing list and perform general office work.	20
Assist with educational programming – workshops, lectures, etc. Liaison between Art Gallery and Office of Communication.	20

This position description describes the general qualifications, duties and responsibilities of work being performed.