

University of Houston – Clear Lake

Position Description

Job Title: **Coordinator, Audience Development**

Job Code: **3265**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor of Fine Arts or Bachelor's degree in related field.	Master of Fine Arts or Master's degree in Art History or Humanities.
Experience	Minimum two years - art gallery, public relations, event planning, project management, or higher education	
License/Certification		

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

POSITION SUMMARY

The Coordinator of Audience Development will work to expand the reach of the UHCL Art Gallery. Responsibilities will be to develop and implement art outreach initiatives between UHCL and the Houston/Bay Area communities. Duties will include: oversee day to day operations of the UHCL Art Gallery, curate exhibits, oversee production of virtual tours, create/direct/promote a speaker's series, and organize, promote special art events the UHCL & off-site locations. Needs to work with multiple constituents both internal and external to UHCL.

Duties and responsibilities	% Time
Oversee the day to day operation of the UHCL Art Gallery.	20
Curate exhibits in the UHCL Art Gallery and at off-site locations.	20
Oversee production of virtual tours. Create/direct/promote a speaker's series. Organize and promote special art events at UHCL & off-site locations.	15
Develop plans for exhibits with collaborations. Organize & promote artist-in residence workshops. Support a learning atmosphere for UHCL students.	15
Cooperate and Work with Art & Design Faculty at UHCL.	10
Develop & nurture relationships with alumni, donors, and community partners.	10
Promote and increase the UHCL Art Gallery's reach to audiences beyond UHCL.	10

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