

**JOB INFORMATION**

Effective Date	10/12/2021
Job Code:	3168
Job Title:	Assistant Gallery Director
Salary Grade/Structure:	020 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Development
Job Family:	Cultural Arts
Job Summary	Incumbent will work under the direction of the Art Gallery Director. Work includes physical installation and removal of art exhibits; preparation of art work and gallery space; maintaining and updating mailing lists; liaison between the Gallery and the Office of Communications; performing general office work; and assisting with educational programming, such as lectures and workshops.

**COMPETENCIES**

## Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

## Education

Education Level	Education Details	Required/ Preferred	
Associate's Degree		Required	

## Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	of supervised gallery experience	Required	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	

## Knowledge, Skills and Abilities

KSAs	Proficiency

## JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

### Essential Functions

Essential Function	% TIME
• Installation and removal of art work	35%
• Preparation of art work and gallery space	20%
• General office work	10%
• Maintaining and updating mailing lists	10%
• Liaison to the Office of Communications	10%
• Custodian of storage spaces and supplies	5%
• Installation of lights for exhibits	5%
• Preparation of signage	5%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	No
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

### Travel Requirements

Estimated Amount	Brief Description