

**JOB INFORMATION**

Effective Date	10/12/2021
Job Code:	3168
Job Title:	Coordinator, Exhibitions
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	Reporting to the Director, of Theater and Cultural Arts, the Exhibitions Coordinator is responsible for the preparation, installation, registration, and exhibit design for artworks displayed in the gallery. This includes painting walls, matting artworks, arranging pedestals, hanging objects, and executing terms listed within lending contracts. S/he will also serve as the primary collections manager for artworks located throughout campus, maintaining a database to ensure the safety and proper care of objects. The Exhibitions Coordinator will have an in-depth and current understanding of best practices in the preservation and display of objects of cultural significance. The coordinator will supervise student workers for the gallery and theater

**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	
Bachelor's Degree	of Fine Arts or Bachelor of Arts in Art History, Humanities or related field.	Required	
Master's Degree	of Fine Arts or Master's degree in Museum Studies, Art History, or a related field.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	Minimum of two years of experience handling and installing artwork.	Required	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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## Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> <li>Understanding of current best-practices in the preservation and presentation of objects of cultural significance.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Outstanding organizational skills, including the ability to juggle multiple projects in multiple venues simultaneously.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Attention to detail, especially with object documentation, volunteer scheduling, and coordination of work.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to take initiative, working both independently and collaboratively.</li> </ul>	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Preparation, installation and design: Prepares artworks for display; installs and takes down objects in exhibitions, designs the floorplan including walls, pedestals, and lighting.</li> </ul>	25%
<ul style="list-style-type: none"> <li>Registration: Coordinates requirements in lending agreements. Fills out condition reports; ensures gallery meets requirements for display as set forth in loan contracts.</li> </ul>	25%
<ul style="list-style-type: none"> <li>Collections Management: Maintains a database of campus artwork outside of the UHCL Art Gallery; liaison to the curator of Public Art of the University of Houston System; recommends conservation work when needed.</li> </ul>	25%
<ul style="list-style-type: none"> <li>Facilities: Ensures the physical space is safe and clean for visitors; coordinates with Custodial Services for cleaning of the gallery; opens and closes the gallery and staffs the front desk as needed.</li> </ul>	20%
<ul style="list-style-type: none"> <li>Assists the Director with other duties as assigned.</li> </ul>	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						

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
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