



DATE ISSUED: 10/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Technical Director – SOA Visual Arts

JOB SUMMARY

Responsible for directing and overseeing all galleries and exhibition spaces in the department, whose programming (exhibitions, workshops, lectures, symposia, et cetera) are coordinated by committee. Coordinate website and all PR/Recruiting materials, as well as attend all recruitment events as department representative. Oversees the operation and maintenance of all studios, labs, and workshops in the department, in conjunction and consultation of area faculty and chair. Work is performed under minimal supervision. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Chair, SOA Visual Arts

Supervises: Supervises Graduate Assistants, Student Assistants, and temporary employees.

ESSENTIAL DUTIES - May include, but not limited to the following:

- Directs, oversees, operates, and maintains all exhibition spaces (East and West Galleries, Project Space, Lobby/Halls/Display cases), organized by committee.
- Supports faculty and students with visual presentations, image-based projects and exhibitions that utilize new technologies.
- Oversees Gallery budget management and control, with department oversight.
- Schedules, installs, and de-installs art exhibitions.
- Coordinates the production of PR/Recruitment materials.
- Coordinates website and social media.
- Trains, supervises, and delegates graduate students assigned to exhibition spaces.
- Conducts grant and proposal writing for exhibitions, symposia, catalogs, equipment, and collaborative endeavors.
- Organizes, maintains equipment inventory and manages the scheduling of analog, digital, and media equipment check-out.

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- Coordinates IT workflow in regards to Helpdesk tickets and all labs maintenance/upgrade.
- Coordinates and enforces Health and Safety measures for the department.
- Interacts with Facilities.
- Interacts with Risk Management
- Interacts with the University Community.
- Interacts with Purchasing and Marketing.
- Opens and closes galleries.

ADDITIONAL DUTIES

- Aides Administrative Assistant and Chair in day to day running the department, as needed.
- Performs other duties as requested.

EDUCATION

Master's Degree required.

EXPERIENCE

Two years experience in arts and gallery management preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position, with some weekend hours for special events on intermittent basis.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to work with digital imaging and office software such as Adobe Photoshop, Adobe In Design, PowerPoint, and Web design applications.
- Working knowledge and experience with digital media including audio visual media carts, video projectors and monitors with computer and/or DVD players.
- Working knowledge and experience with tools and equipment in studios, labs, and workshops (may be learned on the job).

- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Familiarity and initiative with funding opportunities and resources in the fine arts.
- Ability to research and implement emerging technologies.
- Ability and willingness to write grant proposals and record of identifying new sources for potential funding.
- Knowledge of basic carpentry and rigging skills.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively -orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. Ability to work some weekend hours.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.