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| <b>Title of Position *</b>                   | Art Gallery Technician |
| <b>Institution *</b>                         | South Texas College    |
| <b>Position Location: City &amp; State *</b> | McAllen, TX            |
| <b>Position Closing Date</b>                 | Thursday, June 1, 2017 |

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| <b>About the Institution</b>       | South Texas College exhibits regional, national and international artwork, explores new visions and theories of creativity, and introduces innovative artistic expressions to the South Texas region. |
| <b>Institution Website Address</b> | <a href="http://www.southtexascollege.edu">http://www.southtexascollege.edu</a>   |

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- Summary of Responsibilities**
1. Assists with the installation and handling of artwork.
  2. Assists with the creation of marketing materials for art exhibitions at all South Texas College campuses.
  3. Assists with the creation of exhibit schedule.
  4. Labels and sends out postcards and brochures to patron lists.
  5. Posts marketing materials around campus and on event posting websites.
  6. Assists with art education events and gives tours.
  7. Assists with the maintenance of the South Texas College Library Art Gallery website, event postings and press releases.
  8. Cleans and inspects artwork in the permanent art collection has occurred.
  9. Assists with managing documentation for artists and network donations.
  10. Assists staff with general clerical and office support tasks.
  11. Performs other duties as assigned.
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| <b>Required Qualifications</b> | <ol style="list-style-type: none"><li>1. High school diploma or GED, required.</li><li>2. College Certificate, a minimum of 30 college hours, or eight (8) years of relevant experience preferred.</li><li>3. At least two (2) semesters of college-level courses in visual arts preferred</li></ol> |
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| <b>Compensation</b> | Part-time: Minimum \$7.50/Hour + commensurate with experience |
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| <b>Apply at this Website:</b> | <a href="http://hr.southtexascollege.edu/employment.aspx?ecls=PT#list">http://hr.southtexascollege.edu/employment.aspx?ecls=PT#list</a> |
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| <b>Apply with this email:</b> |  |
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| <b>Special Instructions to Apply:</b> |  |
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