
Title of Position *	Preparator/Facilities Manager
Institution *	Art Museum of South Texas
Position Location: City & State *	Corpus Christi, Texas
Position Closing Date	

About the Institution

The Art Museum of South Texas opened its doors in the Philip Johnson-designed building in October of 1972. With a growing permanent collection of over 1800 works of art, and a robust temporary exhibition program, the museum expanded in 2006 with a Ricardo Legorreta-designed building to add a total of 9 galleries on-site and expanded art storage. In 1995 the art museum became affiliated with Texas A&M University-Corpus Christi.

Institution Website Address

<http://www.artmuseumofsouthtexas.org>

Summary of Responsibilities

Install and de-install temporary and permanent collection rotating exhibitions that number a dozen or so a year. Build needed gallery props by building or refurbishing pedestals, vitrines and temporary walls, for art installation. Build occasional crates or soft-pack for loans of art, change and install lighting, conduct framing and matting for permanent collection changes, and attend regular staff and curatorial meetings. Oversee the building maintenance and repairs. Supervise HVAC operation. Maintain materials inventory, submit purchase requests as needed. Prepare, maintain, install and de-install materials related to storm preparations and response. Maintain the museum van. Perform other duties as assigned.

Required Qualifications

Bachelor's degree with 5 years related experience, additional education may be considered as a substitution for the minimum experience requirements. Knowledge and experience with professional procedures receiving, transporting, unpacking, installing, lighting, de-installing and crating fine art. Experience with vinyl signage application and controlled lighting for exhibitions. Experience with building maintenance, repairs and projects. Excellent written and verbal communication and customer service skills to be able to communicate courteously and effectively with staff and the public. Valid driver's license. Ability to lift and/or move 20 lbs. frequently.

Compensation

Monthly \$2,780 - \$2,946 and affiliation with Texas A&M University-Corpus Christi full-time staff benefits.

Apply at this Website:

<https://islanderjobs.tamucc.edu/postings/7451>

Apply with this email:

Human.Resources@tamucc.edu

Special Instructions to Apply:

Cover Letter of Interest, Resume and on line application located at <https://islanderjobs.tamucc.edu/postings/7451>

Contact Name *

Deborah Fullerton

Are you a current TAM Member? *

• Member
