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<b>Title of Position *</b>	Preparator/Facilities Coordinator
<b>Institution *</b>	Art Museum of South Texas
<b>Position Location: City &amp; State *</b>	Corpus Christi, Texas
<b>Position Closing Date</b>	

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### About the Institution

The Art Museum opened to the public on the Corpus Christi Bayfront in October 1972. Constructed entirely out of white shellcrete and plaster, it seems to radiate with the strong South Texas heat and light. This was the purpose, as stated by Philip Johnson: "Light is the essence, and light coming in from all sides is especially bathing and soothing." The floor-to-ceiling windows offer a spectacular view of Corpus Christi Bay as well as the Harbor Bridge.

The Legislature of the State of Texas appropriated special funding in 1995 to have the Art Museum of South Texas affiliated with Texas A&M University-Corpus Christi and administered as a cooperative joint venture. Since then, State dollars are matched at a minimum of 2:1 from private and community sources.

In 1997 the Corpus Christi Creative Arts Center and Center for Hispanic Arts merged with the Art Museum under the auspices of the South Texas Institute for the Arts. Many of the programs offered by these organizations continue at the Antonio E Garcia Arts & Education Center (Garcia Center), 2021 Agnes Street, which serves as an outreach site for the Art Museum.

A major expansion in 2006, designed by internationally renowned architect Ricardo Legorreta, doubled the gallery and exhibition space of the Art Museum. The expansion was funded by private sector donations and community support.

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<b>Institution Website Address</b>	<a href="http://www.artmuseumofsouthtexas.org">http://www.artmuseumofsouthtexas.org</a>
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### Summary of Responsibilities

Install and de-install two and three dimensional exhibitions of art, build needed crates and crating materials, install and replace lights and bulbs, install and remove vinyl signage and labels, construct exhibition stands, walls and props, do art matting and framing as necessary and attend necessary staff meetings.

#### Job Duties

Oversee interior and exterior building maintenance and repair. Supervise HVAC operation. Maintain materials and inventory of supplies related to the building and exhibitions. Submit purchase requests when necessary. Prepare, maintain, install and de-install materials related to hurricane preparation and response.

#### Job Duties

Responsible for maintenance of van. Maintains heavy equipment and workshop materials.

#### Job Duties

Transport art and pick up maintenance materials and workshop supplies.

Perform other duties as assigned.

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### Required Qualifications

Bachelors Degree.

Experience in handling, storing, packing and installing art.

Experience with building maintenance, repairs, and projects.

Knowledge of installation and de-installation procedures related to two and three dimensional artworks that includes construction, painting, framing, crating, art handling, hanging, lighting, vinyl signage, labels, and art storage.

Excellent written and verbal communication and customer service skills to be able to communicate courteously and effectively with staff and the public.

Valid Driver License. Ability to frequently lift and/or move twenty pounds.

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**Compensation**

\$2,780.16 – \$2,946.00

Plus benefits that include health insurance, retirement package, sick leave and holidays, each accruing progressively over time.

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<https://islanderjobs.tamucc.edu/postings/7834>

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