

Title of Position *	Preparator/Facility 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 is located on the Bay of Corpus Christi at the north end of downtown and opened the Philip Johnson-designed building October, 1972. The museum now holds over 1,800 works of art in the permanent collection and focuses on art of the Americas with a significant area being on the region of Texas contemporary art. In 1995 the art museum affiliated with Texas A&M University-Corpus Christi. The museum shares stewardship with the University, the city of Corpus Christi and the larger Community.
Institution Website Address	http://www.artmuseumofsouthtexas.org
Summary of Responsibilities	To install and de-install two and three dimensional exhibitons of art, receive art deliveries and store crate materials, build needed crates and pedestals and exhibit furniture, replace lights for the museum, recover and prepare gallery walls, pedestals, and vinyl signage and labels, conduct reframing as necessary, attend staff meetings which occur two and three times per month, with Curatorial meetings occurring monthly.Oversee interior and exterior building maintenance and repair. Supervise HVAC operations. maintain materials and inventory of supplies reklated to the building and exhibitions. Submit purchase requests when necessary. Prepare, pick up, maintain, install and de-install supplies and materials related to hurricane season preperation and response. Oversee the care and maintenance of the museum van which is sometimes used to pick up or deliver art.
Required Qualifications	Bachelors degree with 5 years related experience in handling, storing, packing, and installing art. Additional education may be considered as a substitution for the minimum experience requirement. Excellent written and verbal communication and customer service skills. Valid driver's license. Ability to frequently lift and or move 20 lbs.
Compensation	Monthly Pay Range between \$2,780-\$2,946
Apply at this Website:	https://islanderjobs.tamucc.edu/postings/7451
Apply with this email:	human.resources@tamucc.edu
Special Instructions to Apply:	All applications are submitted through the university system website and reviewed by museum staff.

