

ART EVENTS ASSISTANT

Function of Job:

Under general supervision of Director or other designated supervisor, to assist in the planning and scheduling of art events/exhibitions and to coordinate the maintenance of an arts facility.

Characteristic Duties and Responsibilities:

1. Assist the Director in planning and implementation of art events, programs, or exhibits.
2. Coordinate the scheduling and arrangements for art events, including all details for accommodating artists and patrons.
3. May oversee the installation of art exhibits including fabrication of special forms and ordering of necessary materials.
4. Be responsible for security and safety of patrons and facility during events/exhibits.
5. Maintain all necessary records related to art events or loaned art objects.
6. Supervise, hire, and train students involved in a variety of tasks.
7. Research and write for public information, which may include press releases and publicity items for exhibitions, and text associated with events displays.
8. Be responsible for coordinating facility's physical plant requirements.
9. May travel as required to view potential performing artists/events.
10. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in related field or Associate's degree in the arts area and two years of related experience.
2. Organizational and communication skills.

Additional Desirable Qualifications:

1. Background in performing arts or arts management studies.
2. Some knowledge of conservation and museum procedures.

9/10/97
System Approval

9/10/97
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

*Revised - original approved 9/27/93 as Art Events Assistant-KSC and revised 9/10/97