Texas Tech University
J.T. & Margaret Talkington College of Visual & Performing Arts
School of Art
Position Announcement
Assistant Director of Landmark Arts (ASSISTANT CURATOR)

Position Number: 24788BR
Application Deadline: Review of applicants will begin as early as Monday, August 2, 2021.

Position Description
Assists in professional duties in a specialized collection such as art, history, education, or natural sciences in an assigned area. May supervise personnel assigned to a specialized area including professional, technical, clerical, graduate assistants, and volunteer staff. Performs semi-professional work on various projects and programs. Work is performed under supervision within established policies with latitude for independent judgment. Employee performance is based upon a review of completed work and overall results obtained. May supervise specialized clerical section.

Required Qualifications:
Bachelor's degree in a area of specialization. Three years’ experience in a closely related field. Thorough knowledge of the philosophy and theory of the assigned area. Knowledge of management and teaching methods and techniques. Ability to interact and relate successfully with faculty, subordinates, and the public. Ability to train and supervise people. Ability to formulate and maintain accurate records.

Preferred experience, abilities, etc:

- Two years of gallery/exhibition practice experience or similar,
- Excellent writing and verbal communication skills,
- Experience with social media platforms,
- Knowledge of cloud-based file storage systems,
- Proficiency with all Microsoft Platforms, and Adobe Illustrator and Photoshop,
- Critical thinker and problem solver,
- Detail oriented and well organized (for timely meeting of deadlines)

Special Instructions to Applicants:
In your cover letter please include a response to the following:

- Please describe your gallery/exhibition experience in your cover letter.
- Please describe your experience with writing press releases and using social media in your cover letter.
Description of major/essential functions:
Performing all details associated with the presentation/display of artworks by student, local, national, and international artists, receiving and displaying the artwork exhibitions including: [50%]
  • issuing art loan agreements and related correspondence;
  • scheduling shipping, receiving and/or pick-up of artworks;
  • preparing condition reports of received artworks;
  • installing artworks, including exhibition design as necessary;
  • coordinating production of exhibition signage;
  • coordinating de-installing, packing and return of artworks.
Performing other duties related to exhibitions including: [30%]
  • writing and deploying of press releases and other promotional materials for the exhibitions;
  • coordinating Landmark Arts’ and School of Art’s social media presence, Tech Announcements,
and listings on regional and national websites,
  • preparing exhibition content for webmaster;
  • creating/coordinating development of art education materials related to exhibitions for use by
Art Appreciation classes and other gallery visitors,
  • coordinating exhibit receptions and other School of Art events as necessary.
Supervising and training graduate and undergraduate student workers including: [20%]
  • presenting best practices for artwork handling and exhibition installation,
  • coordinating the work schedules of exhibition gallery attendants;
  • supervising student workers involved in office support such as exhibit announcement mailings,
receptions, etc.;
  • assisting with other events organized by the School of Art; support exhibition curatorial activities
as necessary.

The School of Art is NASAD accredited and offers the BA in Art History, BA in Art, the BFA in Studio Art,
Graphic Design, and Visual Studies (teacher certification), the MAE, the MFA in Studio Art, MA in Art
History, and the Ph.D. in Fine Arts with a major in Art termed “Critical Studies and Artistic Practice.” A
faculty of 31 full-time professors serves approximately 250 undergraduate students and 60 students
involved in graduate study. The School has many prominent alumni, including Caleb Bennett, John
Hitchcock, Rob Wilson, Ken Little, Real Musgrave and Lana Rigsby. Technical and administrative support
includes a total of 13 staff positions. The School’s Visual Resource Center maintains art reference books,
current art periodicals, instructional media, digital classrooms, and a legacy slide collection, as well as an
expanding collection of digital images for teaching and research. Additional images are available
through ARTStor and online at the university library. The program also supports the Landmark Arts
Galleries and the Standing Room Only Photography Gallery (SRO). For more information, visit
www.art.ttu.edu.

The J.T. & Margaret Talkington College of Visual & Performing Arts comprises the School of Art, the
School of Music, and the School of Theatre & Dance, accredited by NASAD, NASM, NAST, and NASD,
respectively. TTU is the only public university in the state accredited in all four arts areas, and boasts
many acclaimed alumni, including Susan Graham, Terry Cook, Ann Sanders, G.W. Bailey, Barry Corbin,
Jennifer Smith, Scott Dadich, Susanne Klotz and D.J. Stout. With more than 120 faculty members and
approximately 1,100 students, the College offers a comprehensive range of undergraduate and graduate
degree programs, including the terminal M.F.A., D.M.A., and Ph.D. degrees. Our unique Ph.D. program
in Fine Arts provides interdisciplinary education in the visual & performing arts combined with philosophical aesthetics. For more information, visit www.vpa.ttu.edu.

Texas Tech University, established in 1923, is a Carnegie Highest Research Activity university and the largest comprehensive institution of higher education in the western two-thirds of the state (a region larger than 46 of the nation’s 50 states). Texas Tech University is a Hispanic Serving Institution (HSI). The university’s 1,839-acre Spanish Renaissance style campus, which serves approximately 36,000 students, is the only one in Texas that is home to a major university, law school and medical school. Lubbock, the hub of the South Plains, has a multicultural area population of almost 300,000 and offers a quality living experience with a semi-arid climate and housing costs below the national average. The city supports a symphony orchestra; several museums; the Louise Hopkins Underwood Center for the Arts; numerous galleries; and a variety of music, dance, and theatre performances. Lubbock’s airport offers direct flights to Austin, Dallas/Fort Worth, Houston, Denver, and Las Vegas.

Pay Statement:
Compensation is commensurate upon the qualifications of the individual selected and budgetary guidelines of the hiring department, as well as, the institutional pay plan. For additional information, please reference the institutional pay plan on the Human Resources webpage

Equal Employment Opportunity Policy:
As an Equal Employment Opportunity/Affirmative Action employer, Texas Tech University is dedicated to the goal of building a culturally diverse faculty committed to teaching and working in a multicultural environment. We actively encourage applications from all those who can contribute, through their research, teaching, and/or service, to the diversity and excellence of the academic community at Texas Tech University. The university welcomes applications from minorities, women, protected veterans, persons with disabilities, and dual-career couples.

Apply online at http://www.texastech.edu/careers/

Direct link: https://bit.ly/2TdjM5D

Please provide the following with your application:
1. Cover Letter: Please describe your gallery/exhibition experience and describe your experience with writing press releases and using social media in your cover letter.
2. One-page Research Statement, one-page Teaching Philosophy
3. Resume/CV
4. List of three references with contact information

Complete job description: http://www.art.ttu.edu

Contact: Landmark Arts, Director, Joe Arredondo, joe.arredondo@ttu.edu, Chair of the Assistant Curator search committee for more information.